



<b>Waitlist Policy</b>	<b>Last Reviewed /Approved on:</b>	December 1, 2023
	<b>References:</b>	<a href="#">Federal Funding for Early Learning and Child Care</a>
	<b>Status:</b>	Operational

We make a sincere effort to accommodate parents who are interested in having their children placed at First Years Learning Center (FYLC). As we always strive towards full enrollment, we recommend that [you fill out our online request form](#) well in advance of the date you wish to place your child at the daycare. Please review our wait list policy and frequently asked questions section below. Contact the Leadership Team if you have any questions.

*The Leadership Team reserves the right to manage the wait list in the best interest of FYLC Inc.*

### **Waitlist Application**

To be placed on the waitlist, an [electronic application](#) is available on our website ([www.firstyearslearningcenter.com](http://www.firstyearslearningcenter.com)), it must be completed accurately and in entirety. The day you submit your form will be your placement date. The following is a list of information that is required to secure your spot on the waitlist; incomplete submissions may not be considered:

- Name of Parent
- Contact Information (Address, Phone Number, Email)
  - To apply for a space, you must belong to the [school catchment area](#) of either École St. Elizabeth School or École Wascana Plains School.
- Child's Name (you may put TBD if the baby is not yet born)
- Child's Date of Birth (or due date)
- Ideal Start Date

### **Waitlist Administration and Priority**

When FYLC receives an application for admission, FYLC Leadership Team files the application for the wait list. The wait list is organized using the following information:

- a) Registration date
- b) Age group
  - 1) Infant: between 6 weeks and 18 months
  - 2) Toddler: between 18 months and 30 months
  - 3) Pre-schooler: from 30 months until end of Kindergarten



- c) Priority group
  - 1) Internal – families that already belong to the FYLC community
    - i. Siblings of children already enrolled
    - ii. Families returning from Maternity or Paternity Leave
  - 2) External – new families that want to join the FYLC community
    - i. Children of staff working at one of our joint use schools, must live in the catchment area of École St. Elizabeth or École Wascana Plains Elementary Schools
    - ii. All other children

### **Wait Times**

When a space becomes available within FYLC, the Leadership Team assigns the space to the first child on the wait list who meets criteria listed above. It is impossible for us to predict how quickly our wait list will progress; therefore, we CANNOT provide an approximate entry date when you apply. Many people submit their wait list applications when they are pregnant, while others submit after the birth of their child. FYLC does not accept applications prior to becoming pregnant.

Please ensure that the contact information you provide remains current so that we can reach you when a space becomes available. You will remain on the waitlist until your child has aged out or you have asked to be removed.

FYLC knows that plans and situations can change for families. If a family needs to adjust their originally requested childcare start date, simply send a written notification to FYLC Leadership Team as soon as possible. Such families will still be subject to the wait list priority criteria.

Typically, spaces become available at the beginning of a new school year when kindergarten kids age out; however, from time to time, spaces may become available in other months. We will account for the necessary and appropriate upward movement of our existing children prior to assessing the waitlist. The wait list will be addressed on a first come first serve basis with consideration given to the priority categories mentioned above.

From time to time, spaces may become available throughout the year, when this occurs, we will accommodate for the next child on the waitlist of same age or younger, as we cannot move our older children down in age group, but sometimes have the capacity to move others up to a new age category.

### **When a Space Becomes Available**

When a space is available, we will notify you by phone and email through the contact details that you provided at the time of registration. You must respond by either e-mail or phone confirming your acceptance of the space within two business days. If we do not hear back from you within this timeframe, we will move on to the next family on the list. If you miss the two business days window, you will maintain your existing spot on the wait list for the next available space.



A one-time, non-refundable \$100 registration fee per family is due during your intake meeting. If families fail to provide the administration fee upon registration, your space will be offered to the next family on the waitlist.

A security deposit of \$300 per child is required upon enrollment. This amount will be applied towards the last month of fees upon proper termination notice, otherwise forfeited to FYLC. If you are offered a space earlier than your requested start date or it does not meet your criteria, you reserve the right to decline and will maintain your spot on the wait list for the next age-appropriate opening, although we cannot guarantee when that may be.

Families who accept the space offered to them shall be liable for all payments once a childcare contract is signed, regardless of whether this is the date on which the child begins attending the center.

### **Maternity and Paternity Leaves**

Returning parents who are in good financial standing will be given priority. If parents wish to withdraw their child/children from the center during a maternal/parental leave, they will be required to re-apply to the waitlist and subject to the \$100 administration (per family) fee upon re-registration when space becomes available subject to the wait list priority criteria noted above.

### **Further Information**

Childcare is an important and sensitive topic for families, and we recognize the challenges of securing quality care for your family; however, FYLC has a zero-tolerance policy for inappropriate behavior such as bullying, intimidation and/or verbal abuse. Families who demonstrate these types of behaviours will be removed from the FYLC wait list and you will not be permitted to add your name in the future

Please review the FAQ to understand what to expect when you join FYLC's wait list for childcare and for further details on FYLC's wait list policy. If you have further questions regarding the wait list policy, please contact FYLC's Leadership Team by email.

## Frequently Asked Questions

### **1. Can I pay to hold a space for my child?**

Families must wait until they are offered a space by FYLC. Families will be contacted when a space becomes available based on the wait list priority groups. It is possible that a family may be offered a space ahead of their requested date. Families who accept an available space offered to them shall be liable for all payments for the space from the date the contract is signed, regardless of whether this is the date on which the child begins attending FYLC. Should the family want to decline, they will maintain their spot on the wait list for the next available spot.

### **2. What is the earliest date I can add my name to the wait list?**

Many people submit their wait list applications when they are pregnant, while others submit after the birth of their child. FYLC does not accept applications prior to becoming pregnant. You will remain on the center's list until you have requested to be removed, we are unsuccessful in contacting you or your child has aged out of our program.

### **3. Can parents change their requested start date?**

If a family decides they wish to change their originally requested date (e.g. a family originally asks for a start date in January but wants to change to earlier), FYLC requires written notice requesting their new start date as soon as possible. Such families will still be subject to the wait list priority categories. Please note, typically most spaces open at the beginning of a new school year as the kindergarten kids age out of their space.

### **4. What can I do if I have been offered a space, but it does not meet all my criteria?**

If you are offered a space that does not meet all your criteria, for example, it is earlier than your requested start month, you can decline and will maintain your space on the wait list. You will be offered a space when another one becomes available. However, we can not guarantee when they may be, and it may be well after your desired start date.

### **5. If I have been offered a space and I accept it but do not plan to send my child to FYLC right away (e.g. a family is offered a space three months ahead of their requested date and begins payment but wants to wait until their child turns 12 months to begin using the space), can I share or "sub-lease" my space to another family?**

Families who accept an available space offered to them shall be liable for all payments for the space from the date it is reserved for the child, regardless of whether this is the date on which the child begins attending FYLC. These spaces are offered only to families on the wait list for the intended child on the wait list and cannot be shared or used by other families.

### **6. I have been offered a space earlier than I need it. Will I lose my place on the wait list if I decline the space at that time?**

If you are offered a space earlier than your requested start month and you decline, you will maintain your space on the wait list and will be offered a space when another one becomes available.



**7. Is the order or status of the wait list shared – to current families and new families?**

The Leadership Team at FYLC reserves the right to divulge information about wait list status as deemed appropriate and in the best interests of the daycare with privacy and confidentiality in mind. This applies to both current and new families. Personal information will never be shared.

**8. I see the contact period is two business days for when a space becomes available?**

**What if I am away or unable to respond within two business days?**

When a space becomes available, FYLC Leadership Team will call and email you. If you are unable to respond within two business days, you may lose the opportunity for this opening, but you will remain in your spot on the waitlist for the next opening.

**9. How long can I expect to be on the waitlist?**

It is impossible to predict how quickly the wait list will progress; therefore, we CANNOT provide an approximate entry date when you apply.

**10. Can I have a tour of FYLC?**

Tours are only available to families who have been offered a space.



## 2023 Fee Schedule

Age Group	Fee Per Month	Government Portion	Parent Portion
<b>Infants</b> <ul style="list-style-type: none"> <li>• 6 weeks to 18 months (Including the month the child turns 18 months)</li> </ul>	\$958.99	\$741.49	\$217.50
<b>Toddlers</b> <ul style="list-style-type: none"> <li>• 18 to 30 months (Including the month the child turns 30 months)</li> </ul>	\$761.62	\$544.12	\$217.50
<b>Preschool</b> <ul style="list-style-type: none"> <li>• 30 months to 6<sup>th</sup> Birthday (Including the month the child turns 72 months)</li> </ul>	\$704.67	\$487.17	\$217.50
<b>Preschool**</b> <ul style="list-style-type: none"> <li>• 6 &amp; Up</li> </ul>	\$704.67	\$0	\$704.67

\*The above fee schedule is based on the Canada-Saskatchewan Childcare Agreement. If, at any time, these grants are taken away, you will be liable to pay the full fee amount.

\*\*The Canada-Saskatchewan Childcare Agreement does not include children ages 6 and up.

### Fees Due upon Registration:

<b>Registration Fee (per family)</b> <ul style="list-style-type: none"> <li>• Non-refundable</li> </ul>	\$100
<b>Security Deposit Fee (per child)</b> <ul style="list-style-type: none"> <li>• To be applied to final month's fees upon proper notice of termination</li> </ul>	\$300