



## **Waterloo Catholic District School Board**

### **Waiting List Policy and Procedures**

Name of Student Care Centre: WCDSB Extended Day

Date Policy and Procedures Established: December 2023

Date Policy and Procedures Updated: December 2023

#### **PURPOSE**

This policy and the procedures provide for transparent waiting lists. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of students.

The procedures provide steps that will be followed to place students on the waiting list, offer admission, and provide parents with information about their student's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a student care centre that maintains a waiting list to have related policies and procedures.

Note: definitions for terms used throughout this plan are provided in a Glossary at the end of the document.

#### **POLICY**

##### **General**

- Waterloo Catholic District School Board will strive to accommodate all requests for the registration of a student at the student care centre.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new student to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a student on the waiting list.

#### **PROCEDURES**

##### **Receiving a Request to Place a Student on the Waiting List**

1. Parents will be notified when completing an online registration that the program is at maximum capacity, and they will be placed on a waiting list.

##### **Placing a student on the Waiting List**



1. OneList will place a child on the waiting list in chronological order, based on the date and time that the request was received. Parents will receive a confirmation email advising them of this.
2. Once a student has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

### **Determining Placement Priority when a Space Becomes Available**

1. When space becomes available in the program, priority will be given to children based on application date. An email will be generated to the parent requesting that they confirm care is still required within 72 hours.
2. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

### **Offering an Available Space**

1. Parents of children on the waiting list will be notified via an email from OneList confirming that a space has become available in their requested program.
2. Parents will be provided with a period of 72 hours in which a response is required before the next child on the waiting list will be offered the space.
3. Where a parent has not responded within the given period, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

### **Responding to Parents who inquire about their Child's Placement on the Waiting List**

Extended.day@wcdsb.ca will be the contact for parents who wish to inquire about the status of their child's place on the waiting list. The Extended Day Administrative Assistant monitors the care inbox and responds to parent inquiries including providing the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

### **Maintaining Privacy and Confidentiality**

The waiting list will be maintained in a way that protects the privacy and confidentiality of the children and families on the list, so only the child's position on the waiting list will be provided to parents. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

### **GLOSSARY**

*Licensee:* The individual or corporation named on the license issued by the Ministry of Education responsible for the operation and management of the student care centre.

*Parent:* A person having lawful custody of a student or a person who has demonstrated a settled intention to treat a student as a student of his or her family (all references to parent include legal guardians but will be referred to as "parent" in the policy).



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## Regulatory Requirements: Ontario Regulation 137/15

### Waiting Lists

75.1 (2) Every licensee that establishes or maintains a waiting list described in subsection (1) shall develop written policies and procedures that,

- (a) explain how the licensee determines the order in which student on the waiting list are offered admission; and
- (b) provide that the waiting list will be made available in a manner that maintains the privacy and confidentiality of the student listed on it, but that allows the position of a student on the list to be ascertained by the affected persons or families.

