



### **Waitlist Policy and Procedure**

Rippleton Roadsters Childcare and Satellite Program offers child care for children from all communities and according to our priority schedule which is outlined in the parent handbook. Each year our families are given an opportunity to re-register in order to keep their position in the child care center.

Once registration has ended and the spaces have filled we will begin our waiting list. The waiting list remains in place for the current year and a new list begins with every registration.

It is the responsibility of the parent to renew the waitlist information each January to ensure that their children remain on the list.

Parents who are interested in adding their child to our waiting list must go to our website at [www.rippletonroadsters.ca](http://www.rippletonroadsters.ca) and enter all their information; their information will be secure and confidential and not shared with anyone. Once their information has been received it will be put into priority and according to the date and time it was received and in accordance with our priority schedule.

RRCCP does not charge a fee to be added to our waiting list.

A child's position on the waiting list will be maintained until they reach the top of the list and a space in the appropriate age group becomes available. Once the child reaches the top of the list RRCCP will contact the parent to offer them the available spot.

The parent has 24 hours to accept or decline the spot. Should they not accept the space at the time, they could request their name remain on the list. Every reasonable effort will be made to contact the parent to offer the spot.

No response after the 24 hour period will indicate that the spot has been declined.

Once the spot has been accepted the child's name will be removed from the waiting list and begin the registration process. If the parent chooses to withdraw once the registration process has begun their name may be re-enter to the bottom of the waiting list for another time if they choose.