

KINDERBEAR DAYCARE & KINDERPLACE PRESCHOOL

WAITLIST INFORMATION SHEET

Thank you for considering us for your child's care. We know that daycare and preschool selection are careful decisions. We hope that the information here is helpful to you.

The OSNS Child and Youth Development Centre Child Care Services has two parts:

- KinderBear Daycare with 44 spots for children from 3 months to 5 years of age
- Kinderplace Preschool with 80 spots for children 2 1/2 years – 5 years of age

Please note that our waitlist does not operate on a first come first served basis.

Please also note that the balance of our classes is important to us.

We give priority to siblings of currently registered OSNS families and children of our staff. We also make considerations for:

- age of children (within each space we want a balance of ages)
- group dynamics to ensure a well balanced 'family' of children
- extra needs that children and families may have to ensure we are ready with the appropriate supports.

Frequently Asked Questions

Q. If I am expecting, when can I apply and place my infant on the waitlist?

A. You may put your infant's name on the waitlist once she or he is born (birth date is needed).

Q. Is there a waitlist application fee?

A. No, however, there is a \$25.00 enrolment fee once a space is accepted by a family. This fee is charged annually.

Q. How long can I expect to wait to receive an offer of a child care space?

A. The majority of daycare spaces become available between May and September of each year as children are leaving our program to begin Kindergarten.

The majority of preschool spaces become available in September when new classes begin (our preschool runs from September to June). We begin contacting preschool families in May - June for spaces in September. It is important to note we do not operate our waitlists on a first come first serve basis, as we do give priority to children aging up from I/T care to 3-5 care, siblings of children already in one of our programs, children with extra support needs, the children of Centre staff, and our professional judgement on our ability to successfully care for any new child along with the existing group so we cannot estimate when a space may become available. When possible, we try to give 1 to 2 months' notice when a spot is coming up for your child and we will work with you if time is needed to give notice at another child care program.

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Average wait times are as follows:

- **Infant/Toddler daycare** – Infant toddler spaces are often filled by siblings of children currently attending one of our programs and the children of our staff. Few spaces are filled from the waitlist so wait times can range from 6 months – 2 years.
- **3-5 year old daycare** – Waitlist times range between 0 and 3 years depending on the number of children transitioning from the infant program, out of the 3-5 program to Kindergarten and time of year.
- **Preschool** - The average waitlist time is between 1 and 2 years.

Note: this information is intended to help families better understand our system. The information is general and therefore should not be considered an exact indicator of when you may receive an offer of care. Given we cannot guarantee that a space will become available we encourage families to explore all community child care options.

Q. Where am I on the waitlist?

A. We can confirm your child is on our waitlist but do not provide waitlist numbers. We do not operate on a first come first served basis and many factors go into decisions around filling available spaces including child, family, and program needs. We do project and fill known spaces in advance so when spaces come up you may have a few months' notices before they start. Occasionally there is a sudden need to fill a spot and this may mean there is very little notice for a start asap.

Q. Is the waitlist capped?

A. The demand for daycare is high. We cap our waitlist to 50 families waiting for the Infant/Toddler daycare, 50 waiting for the 3-5 daycare, and 75 families waiting for preschool. We do advertise on our website (www.osns.org) and social media platforms when we are accepting waitlist applications and encourage you to keep an eye on these sites.

Q. Once I fill out the waitlist form, does it mean my child is enrolled?

A. No, the waitlist is a list of children waiting to be enrolled in a program.

Q. What if my child has special needs?

A. OSNS Kinder Programs are inclusive and we welcome children who need extra help. If your child does have extra support needs be sure you have also made a referral to the Supported Child Development Program, part of OneSky Community Resources - a partner agency, who also often maintains a waitlist. It is important to be on their waitlist as well as ours as they provide extra support staff for children who need it within daycare and preschool programs. If a space comes up for a child but the support to include them safely with success is not available, they will have to remain on the waitlist until it is available.

We will work with you and your child's team to learn about your child's strengths, interests, and needs. We will determine how our program might meet those needs and if support services will be necessary for success in the program. We will ensure referrals are made to other services if necessary and consult with you and your child's team to develop a strength-based care plan.

Q. How much notice will I be given when a space becomes available?

A. We try to provide you minimum notice of one month, more time if possible. However, this is not always possible, and occasionally less notice may be given.

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Q. What will happen when a space becomes available?

A. When a space becomes available, it is offered to families of children following our priority criteria. Once contacted and offered an available space you will have 24 hours to respond. If we do not hear from you within 24 hours, we will move to the next child on the waitlist.

*It is important that you inform us of any changes in your contact information.

Q. What is the priority criteria for spaces?

A. We do not operate our waitlists on a first come first serve basis, as we do give priority to children aging up from I/T care to 3-5 care, siblings of children already in one of our programs, children with extra support needs, the children of Centre staff, and then the general waitlist. We use our professional judgement when filling spaces, on our ability to successfully, safely care for any new child along with the existing group.

Q. Can I see the Centre before I accept the space?

A. Yes! A key factor in the decision to register your child is making sure the space and our team is a good fit. We connect with families with an enrolment package that includes parent handbooks, offer families an orientation tour of the Centre, and ask families to fill out an Ages and Stages Questionnaire so that we can better get to know your child.

Q. What happens if I decline a space when it is offered?

A. If you decline, we will move on to another child who is waiting. You will be asked if you want to remain on the waitlist and if you do- when you want to hear about available spaces again. If you do not require a child care space, please contact us so we can remove your name from the list and invite others to join.

Q. If my older child does not get into the program can I insert my younger child to the waitlist in their spot?

A. No, in fairness to all families, each child must be placed on the waitlist separately, and they must have been born when placed on the waitlist.

Q. What if I want to withdraw my child from the daycare or preschool program?

A. We require 45-days' notice to withdraw your child from our daycare programs. You can give notice on the 15th or 1st day of the month. We require 30 days' notice when withdrawing from the preschool program. You can give notice on the 1st of the month. You can pay the fee in lieu of notice.

Note: If you do not provide the notice or pay in lieu of notice, your child(ren) cannot go back onto or remain on our waitlist. The notice allows us time to fill the space your child will leave in the program.

Q. Once my child is in one of the Infant-Toddler programs, am I guaranteed a child care space in the 3-5-year-old program?

A. Spaces in the next age group are not guaranteed. We will provide you with information about the likelihood of getting into the next program as their 3rd birthday approaches. If you are offered an Infant Toddler space, you will be guaranteed care until your child turns 36 months old. We cannot guarantee a space in the 3-5-year-old program but children already in our programs do have priority to spaces that come available.