



Manning Early Learning & Child Care Centre

The Learning Tree

Waitlist Policy

Who can apply?

To be on The Learning Tree waiting list, a parent or legal guardian must complete an application form and provide all required information accurately. A child will be placed on Learning Tree's waiting list once documentation is complete.

A child can be placed on The Learning Tree's waiting list if the child has not yet been born.

Placement on the list

The order in which children are placed The Learning Tree's waiting list is based on the following factors:

1. Date on which the electronic or hand delivered application is submitted and completed accurately, in its entirety.
2. The requested month childcare would start.
3. The age group a child would be when they would start at The Learning Tree.
4. Whether the application is for a single child or siblings
5. The requested number of days per week – 5 days, 4 days, 3 days (M/W/F), 2 days (T/TH)

Parents should register for as early a start date as they would be willing to start at The Learning Tree, i.e., if registered for care to start in February, a family would not be called if a January space becomes available unless all families on the January list decline the space.

If parents defer a space or move the start date to another month, their space on the waiting list will be dependent on the date on which they originally registered for that child to be on The Learning Tree waiting list.

If a space is not available for the month a parent would like to start care, The Learning Tree will automatically move that application to the next month's waiting list. The priority in the next month's waiting list will be based on the date of the original application.

Priority

The Learning Tree gives priority to different groups which effectively moves them up the waiting list. The different tiers of The Learning Tree's waiting list are:

1. Staff of Learning Tree: The Learning Tree reserves the right to give priority to Learning Tree Staff members.
2. Siblings: siblings of current Learning Tree clients receive priority placement on The Learning Tree's waiting list.
3. Priority to full time children.

Maintaining the waiting list

The Learning Tree communicates with its waiting list regularly, primarily through email. From time-to-time there may be a call to action in an email requiring the recipient to alert The Learning Tree if they wish to remain on the waiting list. If we do not receive a response within fourteen days of requesting this information, the child may be removed from The Learning Tree's waiting list.

If the parent contacts The Learning Tree after this time period and states that they wish to remain on the waiting list, the application date will be changed to the date that The Learning Tree received this confirmation.

The purpose of this policy is to ensure that The Learning Tree's waiting list is always as accurate as possible so that parents who no longer wish to be on the list can be removed thereby giving parents a more accurate idea of their likelihood of securing a space.

Requests for information

Parents can contact The Learning Tree Site Supervisor, to ask about their child's place on the waiting list. Within 24 hours (or the next business day), the Site Supervisor will let the parent know what number they are on the list for the month they are looking for care.

At this time, the Site Supervisor will let the parent know that this number may change depending on families withdrawing from the waiting list, other members of the waiting list changing their requested start dates, or if priority individuals join the waiting list.

Offering of spaces

Spaces become available when a child graduates from The Learning Tree or when a family terminates care. Parents are required to give one month's notice, prior to the last working day of the month.

Therefore, it is expected that the minimum amount of notice a family will receive about an available space will be 1 month. We endeavour to give parents as much notice as possible if we are aware of upcoming spaces.

Parents of preschool children that are eligible to go to kindergarten that September are required to inform The Learning Tree by last working day in April when their child will be leaving the program.

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