

16. Wait List Policy

Any family who wishes to enroll their child in any program at Larch Street Kids Child Care Centre must be registered on the Greater Sudbury Registry (see link below).

<https://onehsn.com/Sudbury>

Larch Street Kids Child Care Centre will not charge any waitlist fees. Disclosing requested information from the waitlist will be made available in a manner that respects privacy and ensures confidentiality while allowing the parents to know their child's position on the waitlist. Parents may also contact Larch Street Kids Registrar by phone, email, or in-person to inquire about the same.

16.1 Admission

Every month, the Registrar will determine the number of available spots per site. This will be based on the number of children currently enrolled, children aging into older groups, children aging out of the program, the number of withdrawals, and staffing numbers.

Once the number of available spots is determined, the Registrar will begin contacting parents who are registered through the City of Greater Sudbury Registry. She/he will look for children who have siblings currently enrolled in the program, children of staff who are returning from a leave of absence (maternity leave), children of City of Greater Sudbury employees who are employed at 199 Larch Street, children of Rainbow District School Board employees, and children who have been registered for the most amount of time.

Although Larch Street Kids Child Care Centre does its best to ensure parents are contacted based on the length of time they have been registered, circumstances may arise that require an exception to the rule. These circumstances are considered to be urgent matters and will be taken into consideration on an individual basis.