

# 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 infants name on the waitlist once she or he is born (a birth certificate is needed).

**Q. Is there a waitlist application fee?**

A. No, however there is a \$25.00 enrolment fee once a space is accepted.

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

A. As we do not operate on a first come first serve basis, it is difficult for us to estimate when a space may become available.

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 June for spaces in September.

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Average wait times are as follows:

- **Infant/Toddler daycare** – The majority of our infant toddler spaces are filled by siblings of children currently attending our program and the children of our staff. Few spaces are filled from the waitlist.
- **3-5 year old daycare** – Waitlist times range between 0 and 3 years
- **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. The Child Care Resource and Referral Program can offer additional support in locating child care.

### Q. Where am I on the waitlist?

A. As we do not operate under a first come first served basis it is difficult to predict when you can expect to receive a space offer. Therefore, we do not provide wait list numbers and are unable to respond to requests related to where your child is on the waitlist.

### Q. Is the waitlist capped?

A. The demand for daycare is often 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 will advertise on our website ([www.osns.org](http://www.osns.org)) and social media when we are accepting waitlist applications and encourage you to check in on these sites.

### Q. What if my child has special needs?

A. OSNS Kinder Programs are inclusive and we welcome children who need extra help. We will work with you and your child's team to determine 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. If necessary, support services are provided by an organization called Supported Child Development Program (part of OneSky Community Resources.) We can help families make referrals to this program. Please note that this program may have their own waitlist.

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. What will happen when a space becomes available?

A. When a space becomes available, we send a notification by email to a number of families on the waitlist who match our criteria to confirm who is interested. Families will have 48 hours to respond to this email. From the responses received we offer the space to the first "eligible" child.

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When we extend a space offer, 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. How much notice will I be given when a space becomes available?

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

### 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 is a good fit and meeting our team. Once you are in the group of the next 20 families to be contacted for a space we will invite you to our Centre so that we can get to know each other better. We offer families an orientation, an invitation to our parent prerequisite program, a tour of the Centre, and we ask families to fill out an Ages and Stages Questionnaire so that we can better get to know your child.

\*Please note that outside of those next 20 families on the waitlist we are not always able to schedule visits to our centre

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

A. If you decline 3 space offers that match your waitlist application your child's name will be moved to the bottom of the waitlist and you will lose your priority status. 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. What if I accept a space and then decide I don't want it?

A. We require 45-days notice to withdraw your child from our program. You can give notice on the 15th or 1st day of the month. If you accept a space you are responsible for a 45 day fee payment unless your notice is more than 45 days prior to your child's start date.

You can then put your child back onto the waitlist (if it is open) and she/he will have a new waitlist position. Note: if you do not provide the 45 days notice/pay in lieu of notice, your child cannot go back onto our waitlist.

### Q. Do you offer short term care?

A. A child's feeling of security, connection, and wellbeing is our priority, as such we do not offer care for less than 4 months. A child's attachment to and their relationship with their caregivers and other children are essential and provides continuity to support their growth and development.

### Q. Once my child is the Kinderbear Infant Toddler program, 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 at the time you are offered a space. 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 always have priority.