



## YMCA of Northern BC Waitlist Policy and Practices

The YMCA of Northern BC is a valued based charity which guiding principles are caring, honesty, respect, responsibility, and inclusion. The following waitlist policy has been created to ensure that our processes are transparent, fair, and applied consistently throughout the region. YMCA waitlists are managed by the Coordinator of Child Care Administration and Manager of Child Care Administration.

1. Families will be placed on the waitlist in the order that their application is received. Waitlist applications should immediately be stamped or written on with the date they are received for long term verification.
2. If a family wants to go onto a waitlist for a specific location – this must be specified on the application. In this case, they will remain on the waitlist according to the date of their application, but they will not be called until their turn for a space becomes available at the chosen centre.
3. Once a family has received a space in our programs, they will not be given priority to move to another location. The only exception to this rule is that when there are two or more children in the same family – we will prioritize locating siblings at the same sight as space is available. This is in the best interest of the children and the families and is facilitated as a support to reduce family stress.
4. Our waitlist application has a box that parents can chose to have their child move onto the group 3-5 waitlist at 30 months or to have their child completely removed from the waitlist at 36 months. Date of application will continue to be the deciding factor of entry into any program.
5. We do not provide information about how many children are ahead of another family. We let people know our policy and that we are currently placing children from month and year. We are empathetic with parents and compassionate regarding the frustration they feel.
6. If a parent is called for a space and they cannot be reached, a message will be left, or an email sent letting them know that a space is coming available and giving them a set amount of time to return our call or email. If we do not hear back from the parent or guardian in the set time, we will move down the waitlist. The date of the call will be recorded in the log, families wishing to remain on the waitlist must return this call or email to our administration department. If they have not done so within 30 days of the call, the child will be removed from the waitlist.

### *Exceptions:*

#### **Highland**

The original funding for Highland was created with a vision of a “one stop shop” for families. Therefore, families with multiple children who attend our programs full time (not just NID days) will receive priority access to openings at Highland. This access will be given within a three-month window of the closest next person on our waitlist. This will ensure that we are meeting the priority in a fair way. Families must make it known at the time of registration that they would like to remain on the waitlist for Highland.

E.g. Family A applied to the waitlist November 1, 2018. They have one child. If more than one space was available, we would look down the waitlist as far as January 31<sup>st</sup>, 2019 for Family B with multiple children. If there was no Family B eligible, then Family A would be offered the spot.



### **Fort St John**

Margaret Ma Murray Child Care was built in partnership between School District #60 and funding from BC Hydro. The YMCA is the chosen operator. As part of this agreement, BC Hydro employees, Contractor and Treaty Eight families have priority access to 6 of the 12 Infant and Toddler spaces and 13 of the 25 Group 3-5 spaces. When applying to the waitlist parents need to identify themselves as BC Hydro employees, contractors or treaty members according to the terms of the agreement.

Anne Roberts Young Child Care was built in partnership between School District #60 and Northern Health. The YMCA is the chosen operator. As part of this agreement, Northern Health employees have priority access to 2 of the 12 Infant and Toddler Spaces, 2 of the 25 Group 3-5 spaces and 8 of the 48 School Age spaces. School District employees will have priority access to 4 of the 12 Infant and Toddler spaces, 4 of the 25 Group 3-5 spaces. And 6 of the 48 School Age spaces.

### **Chetwynd**

Our Chetwynd agreement for group 3-5 care includes priority access for students and staff of Northern Lights College. Each year on August 1<sup>st</sup> – priority registration will open to the students and staff of NLC for available space in September. Any remaining spaces will open to the general public on August 15<sup>th</sup>. Full time spaces will have priority in both of these categories. First full-time students and then once registration closes to them, full time community children.

### **In Vanderhoof and Fort St. James**

Full time enrollments get priority over part time requests. This is to ensure our viability with the limited spaces we can provide. When filling a part time space, it will be offered as a share and the other days will become choice for another family.

**Other** – The Director of Child Care Services may give child care staff priority over the waitlist at any location when this access will directly relate to child care being able to run in ratio or with qualified staff. This may also relate to key positions that are not easily filled in this department. By doing so we avoid interruptions and cancellations of child care programs. Other YMCA staff members will be placed on the waitlist as all other community members.

This document will be reviewed and updated as needed.