



**Umbrella Family and  
Child Centres of Hamilton**

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**1.4 ADMISSIONS AND WAITLIST POLICY**

<b>MANUAL</b>	<b>Child Care Centre Program Policy Manual</b>
<b>SECTION</b>	<b>1- Belonging</b>
<b>POLICY</b>	<b>1.4 Admissions and Waitlist Policy</b>
<b>LAST REVISED</b>	<b>June 19, 2024</b>

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**RATIONALE**

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UFCC is a leading childcare organization committed to high quality programs that are inclusive, accessible and promote learning and growth. Relationships developed between UFCC staff and families through the enrollment process build trust, open communication and shared understandings.

**RESPONSIBILITY**

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All staff.

**PROCEDURE**

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**New Enrollments**

1. Once enrollment has been confirmed, families, children, and UFCC staff begin the registration process. All forms on Kindertales must be completed prior to the child starting in program.
2. Children who will be attending full-day programs are offered the opportunity to visit and participate in the program with a family member(s) on at least two occasions for at least an hour each time. These play visits provide staff, families, and the child the opportunity to learn about each other. It is also an opportunity for families to share information specific to the development of each child.
3. UFCC staff members work closely with school partners. Parents of children attending UFCC before and after school programs and the local school will be asked to sign a consent form allowing communication between the school and child care staff.
4. In the unusual situation where a child's needs cannot be met in the program, the Supervisor will work with the family and community agencies to create a transition plan for the child to be accommodated in another program.

**Wait Lists**

UFCC is committed to maintaining a wait list that ensures respect for each family and maintains their confidentiality. This is done in a fair, equitable and transparent manner.



Children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

In accordance with the Collective Agreement between UFCC and CUPE Local 3491, priority is given to employees' children on the wait list. Priority is also given to siblings of children already registered in an UFCC program or to children transferring from one UFCC program to another.

UFCC does not request or require a fee or deposit from families for placement on the wait list.

The wait list is kept electronically. The Supervisor or their designate will provide information to a parent if the parent wishes to know where they are on the wait list. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

When a space becomes available, families who register for programs are required to pay a one-time, non-refundable administrative fee, of \$50.00 per child. This fee is not required for families eligible for child care subsidy.

Please note: All forms via our online platform must be completed before a child's first day in program. Occasionally, throughout the school year, new forms may be developed. A deadline is provided to families for new form completion. Should form completion not occur by the deadline provided, in some cases, care can be suspended or terminated.

**Policy Attachments:** N/A