



## Waitlist and Prioritization Policy

Waterloo Co-operative Preschool invites all eligible families to apply for membership at the Preschool. Spaces at the Preschool are available on a first come, first served basis and are dependent on the child being eligible for the class based on age or readiness. Registrations are accepted throughout the school year based on availability.

Registration for the beginning of the next school year (September) opens up in March each year for current members first. Siblings of current children are also invited to register for the following school year during this time. Registration is then open up to the general public in April.

Waterloo Co-operative Preschool strives to be accessible to all families and reduce barriers to accessing quality childcare programs. We invite applications from all children from all backgrounds, including, but not limited to, differing cultures, financial status, gender identities, religion, family status, and abilities. In order to be accessible and reduce barriers to equal access to quality childcare, up to 30% (thirty percent) of our spaces will be prioritized to families on subsidy and a minimum of two (2) spaces prioritized for children with higher needs. WCP accommodates children with varying or complex needs, providing additional staffing supports are in place to ensure health, safety and mobility needs are met in order to accommodate the child. Should a family require assistance in filling in the required paperwork or understanding the expectations involving enrollment, the Administrator can be contacted for assistance or accommodations. To further reduce barriers, paper copies may be provided to those who do not have access to a computer.

### Waitlist

To join our waitlist, families are asked to apply to Waterloo Co-operative Preschool through [OneList Waterloo Region](#), and complete our [Pre-registration form](#). Families can view our programs, policies, procedures, parent handbook and program statement on our website prior to registering at [www.waterloopreschool.org](http://www.waterloopreschool.org).

There is no fee for being placed on our waitlist. Children will be offered a spot in a program once it becomes available and families will be contacted at the last email address provided with a welcome email. The non-refundable Membership fee is to be sent via e-transfer once the spot is confirmed at the Preschool. Families will have three (3) business days to respond and then the next applicant will be approached. "Active and Placed" lists are kept as accurate as possible on Onelist, and the Administrator will intermittently email all the families on the waitlist to confirm their continued interest. This email will include a two week response due date. Families who do not respond or no longer need care will be removed from the waitlist. Every time a child starts and finishes in our program they are added as Active, Placed or Complete in the Onelist portal.

Applicants on the waitlist can contact the Administrator and Membership Coordinator to find out where their child is positioned on the waitlist by emailing [waterloopreschool.register@gmail.com](mailto:waterloopreschool.register@gmail.com). Program related questions for the Supervisor can be emailed to [waterloopreschool.teacher@gmail.com](mailto:waterloopreschool.teacher@gmail.com) Subsidy information can be found at <https://www.regionofwaterloo.ca/en/living-here/help-paying-for-child-care.aspx>

### **Prioritization**

The Early Learning and Child Care system navigators (from The Region of Waterloo) are working through YMCA EarlyON programs to help remove barriers to accessing early years' services for Indigenous, Black, racialized and underserved families in Waterloo Region. Waterloo Co-operative Preschool is following this lead and updating our waitlist and prioritization policies to "provide better access to those who have been, and continue to be, under-represented and sometimes even excluded in the Early Learning and Child Care system. This includes those that identify as First Nations, Inuit and Métis, African Caribbean and Black-identifying, racialized, and other marginalized communities who continue to face systemic barriers. We acknowledge that no label or group categorization will encompass the diverse, intersecting and rich histories of each individual or group in our region, and are committed to evolving our language as we learn and grow with our community" (Region of Waterloo Children's Services Access and Inclusion Plan, Plan 1, 2024). Waterloo Co-operative Preschool ensures equitable access to services for Indigenous, Black, racialized and underserved families, 2SLGBTQIA+ families, and other equity seeking populations.

Waterloo Co-operative Preschool will also be prioritizing placements from families in crisis and referred by Family & Children Services or through the shelter system. Our pre-registration form, registration package, and OneList identifies children with additional physical support needs to ensure supports are in place upon enrolment.

We engage with families from under-represented groups to ensure access for all children in need of care. Our child care information, including important notices and policies, are available in both print format and online through our website.

Taking the above into consideration, priority on our waitlist will be given in the following order:

- 1) Current members/siblings of current members (switching/adding classes/moving to next age group)
- 2) Subsidy/children in crisis or at risk as referred through Family and Children Services or Infant Preschool services
- 3) Higher needs/underserved/underrepresented/vulnerable communities and populations as indicated on our Pre-registration form, OneList, and/or the Family Infant Child Consultant with Infant & Child Development Program with the Region of Waterloo.
- 4) Children of staff
- 5) Last year's Board of Directors/classroom volunteers
- 6) New families

Each of these categories will be prioritized based on OneList application date, with the priority ranking taking precedence over application date (eg.if there is a waitlist and an opening becomes available, a child requiring subsidy (2) who applied in October will take priority over a new child (6) who applied in September).

WCP operates with best practices and standards set out by the [Canada Wide Early Learning and Child Care plan](#), the [Canadian Charter of Rights and Freedoms](#) and the [Ontario Human Rights Code](#), the Region of Waterloo Children's Services Access and Inclusion Plan, and the Region of Waterloo.

*Waterloo Cooperative receives funding in part from the Region of Waterloo.*

*Revised: February 28, 2024 by Britney Stewart (Administrator)*

*Approved By: Meghan Burns Dolson (Operations Officer) on February 29, 2024*

*Seconded By: Taylor Marskell (Communications Officer) on March 5, 2024*