



Canmore Community Childcare Waitlist Policy

Canmore Community Childcare operates at full capacity throughout the year and maintains **extensive waitlists** due to high demand. Wait times can range from **1 to 3 years or more**, depending on the child's age group and program availability. This policy outlines the waitlist process, priorities, and guidelines to ensure a fair and transparent system.

Waitlist Process

- Families interested in enrolling their child must apply through Waitlist Plus, which can be accessed via our website.
- **Children may only be added to the waitlist after they are born.** Applications for unborn children will not be accepted.
- Once the application is submitted, the child will be placed on the waitlist.
- Families can use Waitlist Plus to:
 - Update contact details and other information.
 - Confirm continued interest when prompted via annual renewal reminders.
- Due to high demand, placement on the waitlist does not guarantee enrollment.

Waitlist Priorities

To ensure fairness while supporting families already engaged with Canmore Community Childcare, the waitlist operates on the following priority system:

1. **Siblings of currently enrolled children in childcare and children of Canmore Community Childcare staff.**
2. **Children currently enrolled in Canmore Community Childcare programs**, who are transitioning to a different program (e.g., from daycare to after-school care). These children will also be prioritized based on the length of time they have been in our care.
3. **Children enrolled in the Junior Kindergarten (JK) - only program** (not attending daycare or after-school care).
4. **General applicants** from the community, based on the order of waitlist submission.

Wait Times

- The average wait time for a childcare space is **1 to 3 years or longer**, depending on the child's age group.
- Infant spaces often have the longest wait times due to limited availability.
- Due to the nature of licensing and ratio requirements for each age group we cannot let families know what number they are on the waitlist as the position changes with age and class configurations.

Notification and Offer Acceptance

- Notifications of available spaces are sent directly from the **Canmore Community Childcare Office** via email and phone.
- Families have **48 hours** to accept or decline the offer.
- To secure the spot, a **non-refundable deposit** must be paid upon acceptance.
- If no response is received within the allotted time, the offer will be extended to the next family on the waitlist.

After-School Care Enrollment

- Families seeking after-school care must follow the same waitlist process and priority system outlined above.
- Children already attending other programs at Canmore Community Childcare will have priority over children applying solely for after-school care or those in JK-only.

Maintaining Waitlist Status

- Families are responsible for keeping their information up to date and notifying the office of any significant changes (e.g., contact details or desired program start date).
- A bi-annual renewal reminder will be sent via Waitlist Plus to confirm to families that they are still on the waitlist.

No Guarantee of Enrollment

- Placement on the waitlist does not guarantee enrollment, as availability depends on program capacity and specific age group openings.