

## **Ryerson Early Learning Centre**

### **Wait-list Policy**

The Ryerson Early Learning Centre operates at capacity all year round and we keep an extensive waitlist. Licensing requirements limit the age and number of children we can have in any classroom.

Childcare is available from **age 18 months to age 5** and in either **full time or part time** enrolment. We are able to accommodate 20% at an underage capacity (ie. 16 months). We are also a **subsidized program** with the City of Toronto and families who qualify through Metro Children's Services may receive assistance with the childcare fees. Families should apply with the city.

The application to register is available from the Ryerson Early Learning Centre in person or online from our website <http://www.ryerson.ca/ecs/elc/>. Completed forms can be mailed or emailed ([elc@ryerson.ca](mailto:elc@ryerson.ca)) to the centre.

Once an application is received, the child will be added to the wait-list according to the date the application was received. If there are any changes to the child's contact information, families or parents should notify the centre right away. Moreover, it is recommended that families contact the centre every 6 months to confirm their continued interest or to withdraw from the list.

We are pleased to offer tours of our centre once a space is offered or upon request. There are certain times of year, such as spring when multiple days of tours are offered to families enrolling in the summer.

#### **The following information will be on the waitlist:**

- Child requested start date
- Child's name
- Child's date of birth (unborn children may be added to the list with expected month and year of birth)
- Best contact telephone number(s) and/or email addresses
- Choice to apply for Toronto Children Services subsidy

No fee is charged to be on the Ryerson Early Learning Centre wait-list.

The application form does not guarantee the child a space in the program, but we work diligently to offer space to as many families as possible.

Admission to the ELC program is on a first-come, first-served basis with priority reserved for Ryerson students, faculty and staff.

Both toddler and preschool groups at the Ryerson Early Learning Centre have their own individual waiting list. Applications are moved to the next age group as they age out of the toddler list. There is no need to reapply.

Although families may wait for more than a year to enter the program, there is turnover during the summer, as our oldest children move on to school making room for new children to join us. However, there is no specific time; spaces can be available at any time of the year and at any point in a month.

With all spaces available the centre, the manager will contact families that are eligible to start in the age group as spaces become available. The waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, and allows the position of a child on the list to be ascertained by the affected persons or families when they call and inquire.

Once a family is contacted, they are given a specified period of time to return the call and express continued interest in either remaining on the list for a future date or to take the space available. Tours are provided and families who accept a space are required to pay a \$500 fee deposit or proof of subsidy. The fee is applied to the first month's childcare fees. It is non-refundable, should a family rescind. Once a space is accepted, other families are not provided an opportunity to enroll and there is lost revenue until the space can once again be filled.