



Wildflowers Childcare Waitlist Form

Start Date of Care: _____
(Please specify a date or time period i.e.: September 2016)

Parent(s) Names _____

Child's Name: _____ Age: _____ DOB: _____

Child's Name: _____ Age: _____ DOB: _____

Child's Name: _____ Age: _____ DOB: _____

Mailing Address: _____

Street Address: _____

Identify three (3) contacts for responding to notifications within 72 hrs (see attached policy):

Parent Name	Cell/Home Phone	Work Phone	Email

Full time: ____ Shared time: ____ Hours required: _____

If shared please circle days needed: M____/ Tu____/ W____/ Th____/ F____

Special Considerations (medical, allergies, diet, special needs):

Parent Signature: _____

**Please return this page along with a waitlist fee of \$50 per spot.
Your waitlist fee will be credited to your account upon registration.**

****Your waitlist application cannot be processed without complete information****

This personal information being collected for Wildflowers Childcare is under the authority of the Municipal Government and FOIP Acts, and will be used as required by Municipal staff for accounting purposes, medical and emergency information, and licensing requirements. It is protected by the privacy provisions of the FOIP Act. Questions relating to the collection of this information may be referred to the Manager of Childcare Services at (780)852-6517.

Wildflowers Childcare Waitlist Policy

The Wildflowers Childcare waitlist is a list based on a variety of criteria, including the date the completed, paid waitlist form was received, the age of the child and the date care is required. Wildflowers will strive to allocate space on a first come, first served basis, but must also adhere to the provincial government's Early Childhood and Learning Centre requirement to prioritize vulnerable families. When exceptions are made to the normal allocation of space, decisions will be made by a committee.

Procedures

1. Families interested in being placed on the waitlist must complete the Wildflowers Childcare Waitlist Form and pay a \$50 waitlist registration fee per child. The \$50 holds the child's spot and will go toward their first month of care. Once the form is complete, the child's name will be added to the bottom of the list in order of the date Wildflowers received the form. A waitlist space is not transferable to another child and the fee is not refundable should you choose to remove yourself from the list.
2. Parents will provide their best forms of contact on the Waitlist Registration Form to ensure that they can receive notification of an available placement and respond within 72 hours. Attempts will be made to contact parents at all forms of contact. If the space is refused or attempts go unanswered, that will count as a decline. After the first decline, parents remain in their current spot on the waitlist, if the parents refuse a spot a second time, then the child's name is moved to the bottom of the list.
3. Parents/Guardians are responsible for providing their current contact information and updating any care requirement changes if changes are needed (ex. part time vs. full time, date care is required). Updates can be made by contacting Wildflowers Childcare at 780-852-6517 or ldaniel@town.jasper.ab.ca.
4. Families accepting a space at Wildflowers Childcare are expected to meet with the Childcare Services Manager or Assistant Manager to complete their enrollment agreement, make arrangements for their parent orientation and to complete program registration papers when the family initially accepts the space.