



Daycare Waitlist Guidelines

1. Families are placed on the waitlist by the date of contact. As your name comes up on the list you will be contacted and offered the next available space. We cannot guarantee a space will be available at the time you require it. Please note that we only have one waitlist.
2. If you do have a preference for either Colwood or Esquimalt, note it on your waitlist form. If you do not put either we will call you when a space becomes available at either location.
3. Spaces are allocated using the first person on the list that fits the age required to fill an available space (ie. Infant & Toddler or 3 to 5).
4. When your name comes up as the next on the list and your child is of the appropriate age group (Infant & Toddler or 3 to 5 daycare), you will be offered the space and given 48 hours to respond and take the space or turn it down. If you receive the call past your requested date of entry and you turn down the space your name will be placed on the bottom of the list. If you do not respond to the offer that will be considered a refusal and you will be removed from the list.
5. If you are offered a start date, but do not wish to use it at that time, to secure the space you are required to pay the full time fee until your child is in attendance. As a courtesy, if a space becomes available within 2 months of your requested date of entry, you will receive a call. For example, if you requested Oct 1st as your date of entry and a space becomes available August 1st, you will be called with an offer for the August 1st space. You can decline this space without affecting your position on the list. However, this does not mean you are first on the list. If a space becomes available on October 1st, there may be a person ahead of you on the list who has not yet received a call as they are requesting December 1st. They will be called first if a space becomes available on October 1st.
6. If you accept the space offered and then do not take it at the last minute you will be billed for one-month fees.
7. It is your responsibility to keep your information current with us. As contact information changes it is imperative that you update us, as we will be unable to contact you to offer you a space if your information is not accurate. If we cannot contact you, you will be removed from the list. (Note: If you are going to be out of town for an extended period of time, it would be helpful to leave your contact information with the Centre so we can reach you if a spot comes available).
8. It is not possible to give you an accurate standing as to where you are on the list. Positions on the Wait List are determined by 3 factors: the date of contact (1st priority); the requested date of entry; and, when a space is available. Changes to some of these factors will change positions on the waitlist. So your position on the waitlist will change as families ahead of you are either offered a space, relocate or find alternative care as their requested date of entry comes up.
9. We encourage you to place your name on other lists in the Greater Victoria area in the event you do not receive a space with the Esquimalt MFRC.