



BOARD REPORT

REPORT No.: 2025-02
MEETING DATE: JANUARY 16, 2025
SUBJECT: CHILD CARE WAITLIST POLICY

RECOMMENDATION

THAT with respect to Report No. 2025-02 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, approve the Child Care Waitlist Policy as presented;

AND THAT we authorize the Chief Executive Officer to make amendments to the policy with respect to housekeeping items, as may be required from time to time.

REPORT SUMMARY

To request approval of the Child Care Waitlist Policy for the purpose of creating an equitable and consistent process for licensed child care programs that have service agreements with The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board).

BACKGROUND

In 2012, TBDSSAB transitioned all licensed child care programs with a service agreement to a centralized web-based waitlist system. This system provides families the opportunity to apply for any licensed child care program they may require for their children.

As there continues to be an increase in need for child care due to Canada Wide Early Learning Child Care (CWELCC) funding across the province, the waitlist in the District of Thunder Bay continues to grow. Under the Ministry Licensing Requirements, Part 11.6 Waiting Lists, all licensed child care programs are to have a written policy and procedure regarding waitlists and placement of children. Notably these procedures vary in intention and direction from one organization and geographical need to another.

In order to provide transparency and consistency across the sector, the implementation of a policy and procedure will assist in guiding licensed child care and licensed home child care programs in their ability to place children into programs in a timely and

equitable manner. This will provide the community with an understanding of how applications for child care will be processed as well as maintaining consistent language to families throughout the sector.

COMMENTS

The Child Care Waitlist Policy and Procedure has been established to support licensed child care programs with placement of children into programs in a timely and equitable manner. It will support consistent processes from each child care organization creating consistency across the sector.

STRATEGIC PLAN IMPACT

This report supports the stabilizing of services within the Strategic Plan by supporting operators with equitable practices consistent throughout the child care community. Further, it provides responsive community partnerships by increasing collaboration among system partners, creating a system responsive to the needs of the community.

FINANCIAL IMPLICATIONS



There are no immediate financial implications related to this Report.

CONCLUSION

It is concluded that the Child Care Waitlist Policy should be approved as presented.

REFERENCE MATERIALS

- Attachment #1 [Child Care Waitlist Policy](#)
 #2 [Child Care Waitlist Procedure](#)

PREPARED BY:	Dawnette Hoard, Manager, Child Care and Early Years Programs
SIGNATURE	
APPROVED BY	Crystal Simeoni, Director, Integrated Social Services
SIGNATURE	
SUBMITTED BY:	Ken Ranta, Chief Executive Officer

POLICY	CATEGORY/SECTION INTEGRATED SOCIAL SERVICES - CHILD CARE & EARLY YEARS
	SUBJECT CENTRALIZED CHILD CARE WAIT LIST

AUTHORITY

Child Care and Early Years Act 2014

INTENT OF POLICY

To determine the local priority for the placement of children and families in a licensed child care program from the centralized wait list.

DEFINITIONS

Parent/Caregiver/Guardian Legally responsible for a child for whom child care is required.

Wait list Automated application and centralized wait list system.

POLICY

To ensure parents and caregivers who have completed an application on the centralized wait list are placed in child care services in an equitable and timely manner. Child Care Operators with service contracts with The District of Thunder Bay Social Services Administration Board are required to follow this policy.

STANDARDS OF APPLICATION

1. Any person utilizing licensed child care in the District of Thunder Bay has the right to apply for child care through the centralized application process.
2. Any person utilizing licensed child care in the District of Thunder Bay will apply to a choice of provider using the web based application tool and centralized wait list.
3. Licensed Child Care Providers will offer every third child care space to a fee subsidy applicant, where possible. Otherwise, all child care space offers will be based on chronological order of the initial application regardless of the fee subsidy or full pay status of the applicant.

IMPLEMENTATION / BOARD APPROVAL DATE:

January 16, 2025

REVISION DATE(S):

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**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

PROCEDURE	PROCEDURE NAME	Child Care Waitlist Prioritization
	PROCEDURE NUMBER	ISS-03:134
	PROCEDURE SECTION	Integrated Social Services – Child Care and Early Years
	POLICY REFERENCE	ISS-03:164
	REVISION DATE	New
	SUPERSEDES	n/a
	IMPLEMENTATION DATE	December 2024

PROCEDURE STATEMENT:

The intent of this procedure is to formalize a process for the placement of children in a licensed child care program from the centralized waitlist.

PROCEDURE:

1. Parents and caregivers must complete an application for child care on the TBDSSAB authorized web-based application tool and will be placed on the waitlist for placement.
2. All families will be encouraged to apply for a child care fee subsidy.
3. No fee or deposit will be charged to the family for placing a child on the waitlist.
4. Every third placement offer will be fee subsidy, where possible.
5. Children will be offered admission based on the child’s age, days and hours of care required (full-time vs. part-time), and the chronology in which the child was placed on the centralized waitlist. Priority for a child care space will be given in the following order:
 - children who are currently enrolled in a child care space and need to move to the next age grouping and siblings of children currently enrolled;
 - children of staff employed by the child care program;
 - a local priority approved by TBDSSAB.

6. When a space in the licensed child care program becomes available, the program supervisor or designate will refer to the centralized waitlist and contact the first eligible family in chronological order. All contact and messaging for the families will be documented in the family's electronic application, in the notes section.
7. The licensed child care program will complete internal enrollment procedures.
8. The program Supervisor or designate, or TBDSSAB Child Care Worker, may be the contact person for the family who wish to inquire about the status of their child's place on the waitlist.
9. Through the annual Capacity Building and Governance, Administration and Finance Review process, TBDSSAB will monitor procedures ensuring they are consistent and transparent for families applying for child care through the centralized waitlist.

AUTHORITY AND RESPONSIBILITY:

The Manager, Child Care and Early Years Programs is responsible for child care operator compliance with service agreements.

The Director, Integrated Social Services is responsible for ensuring the appropriate management of the child care system in accordance with legislation, and Service Manager requirements.

EMPLOYEE TRAINING

Affected stakeholders will be informed annually of the process and of any subsequent changes made to the procedure.