



Halifax & Region Military Family Resource Centre
Centre de ressources des familles militaires d'Halifax et régions

Waitlist Guidelines

1. Families are placed on the waitlist by date of contact. We can not guarantee a space will be available at the time you require it.
2. When your name is next on the list you will be contacted and offered the next available space. Spaces are allocated using the first person on the list that fits the age required to fill the available space.
3. When your name is next on the list and your child's age matches the available space, you will be offered the space and given 24-48 hours to respond and take the space or turn it down. If you turn down the space your name will be placed on the bottom of the list. If you do not respond it will be considered a refusal and your name will be removed from the list.
4. If you are offered a start date, but do not wish to take it at that time, to secure the space you are required to pay the full time fee until your child is in attendance.
5. If you accept the space offered and then cancel it at the last minute you will be billed for one-month fees.
6. It is your responsibility to keep information current with us, especially your phone number. If we cannot contact you, you will be removed from the list.
7. Movement on the waitlist is unpredictable so it is not always possible to give you an accurate standing as to where you are on the list.
8. In order to keep our wait lists as current as possible, it is your responsibility to move your name from list to list as your child ages, for example infants who did not get into the program will not automatically be added to the toddler list; this is done only at the request of the parent.
9. **Due to the extensive wait list we are unable to return calls to provide "status" reports of where your child may be on the list. Families who will be offered an infant space will be contacted at least 2 months in advance.**
- 10 We recommend you to place your name on other lists in the HRM in the event you do not receive a space in our Child Care Centre. For a complete list of Licensed Child Care Centres and compliance history please click the "Child Care Directory" link on our MFRC website.