



Child Care Interview and Placement Procedure

Spaces within Licensed Home Childcare are determined based on several factors including age of the child, date child care is required, location, schedule requested, number of children currently in the home and Provider choice. When there are no current child care spaces available that meet the needs of the specific family, the process below will be followed. Applying on the One List does not guarantee you will receive an interview for child care for the time required due to the large influx of applications. Please refer to process below.

Procedure:

- When a family requests care via registering on One List and there is no option available (based on location, age, and schedule requested), their child's name is prioritized with the following information:
 - Date of birth
 - Start date requested
 - Type of care requested: (full time, part-time, other schedule details)
 - Currently has a sibling in care
 - Date application received
 - Location of care requested

The position of an applicant awaiting care is available upon request. Also, the position on the One List **does not guarantee** the next available space. In Licensed Home Child Care there are several factors that impact the offering of a space, including:

- Schedule and location of care requested
- The date child care is needed
- The date the family registered on the One List
- The mix of ages in any given home (i.e., the Ministry requires no more than 6 children in care and no more than 3 under the age of 2 in any given home)
- All Providers are independent contractors and have the final choice whether any child is taken into care
- Priority is given to families with a sibling in currently in care

When an appropriate space becomes available:

- The first family that meets the criteria of the home (i.e., location, child's age and start date) will be contacted via email, phone, or text by the agency to arrange an interview with the Provider. **You will have 48 hours to respond. If no response, your name may be removed from the Wee Watch registry.**
- If the family decides they do not want the interview, they will maintain their position on the registry and be contacted when the next appropriate space becomes available or be removed.
- If the parent is interested in an interview, a non-refundable \$40 interview process fee will be requested to arrange interviews with potential providers.
- Once a provider is selected, the client will then move to final registration process through a Wee Watch online system.
- No child can begin care until all paperwork has been completed and approved by agency