Daycare Child Selection Process

Purpose

To ensure a fair, transparent, and consistent process for allocating daycare spaces while prioritizing the needs of the community and maintaining accountability in decision-making.

Selection Authority

The Daycare Coordinator is responsible for reviewing applications and making recommendations for daycare placements based on established eligibility criteria.

Priority Criteria

Applications will be reviewed according to the following order of priority:

1. **Band Member Families**
    - Children of registered band members will receive priority for available daycare spaces. As long as one parent is a band member.
2. **Parents Who Are Employed**
    - Priority will be given to families where parents or guardians are currently locally employed and require childcare in order to maintain employment.
3. **Parents Pursuing Education or Training**
    - Priority will be given to parents or guardians enrolled in school, post-secondary education, training, or employment readiness programs.
4. **Waitlist Priority**
    - When a daycare space becomes available, children currently on the waitlist will be considered before new applications are accepted for placement.
    - Waitlisted children will be ranked according to the established priority criteria, including band membership, employment status, educational enrollment, special circumstances, and the date the completed application was received.
    - Placement on the waitlist does not guarantee admission but ensures the application remains active for consideration as spaces become available.
    - Families are responsible for notifying the Daycare Coordinator of any changes that may affect their priority status.
5. **Additional Considerations**
    - If spaces remain available after the above priorities have been addressed, applications from non-band member families may be considered.
    - Special circumstances may be reviewed on a case-by-case basis and must be documented.

Selection Process

1. Applications will be reviewed after the registration deadline.
2. The Daycare Coordinator will assess applications based on the established priority criteria.
3. Available spaces will be offered according to the priority ranking.
4. Decisions and rationale for acceptance or waitlist placement will be documented.
5. Applicants who are not immediately offered a space will be placed on the waiting list according to the established priority criteria and date of application.
6. When a vacancy occurs, the Daycare Coordinator will review the waiting list and offer the space to the highest-priority eligible applicant.
7. A record of all waitlist movements and placement decisions will be maintained for transparency and accountability.

Conflict of Interest

To ensure fairness and impartiality:

- Daycare staff members' children will be subject to the same selection criteria as all other applicants.
- No applicant will receive preferential treatment due to employment relationships or personal connections.
- Any potential conflict of interest must be disclosed and documented.

Appeals and Concerns

Parents who have concerns regarding the selection process may submit their concerns in writing to management for review. Decisions and supporting documentation may be examined to ensure the process was applied fairly and consistently.

Guiding Principle

The daycare program exists to support community families. Priority should first be given to band member families who require childcare to maintain employment or pursue educational opportunities. When spaces remain available, non-band member applications may be considered in accordance with program capacity and community needs.

Main Concern

The primary concern is ensuring that daycare selections are made using consistent, clearly defined criteria and that the Daycare Coordinator is empowered to administer the program fairly and independently. A transparent process helps prevent misunderstandings, maintains public confidence, and ensures that priority is given to eligible band member families according to established program objectives.