

Ministry of Education
Child Care Quality Assurance
and Licensing

Ministère de l'Éducation
Assurance de la qualité
et délivrance des permis des
services de garde d'enfants



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August 4, 2016

Dear child care licensees,

As you may be aware, on August 2, 2016, new requirements regarding child care wait list fees were introduced under the authority of the *Child Care and Early Years Act, 2014* (CCEYA).

Effective September 1, 2016, licensed child care centres and home child care agencies are no longer permitted to charge fees in order to place a child on a wait list for care. This ban is prescribed in section 75.1 of Ontario Regulation 137/15.

In addition to restricting wait list fees, effective January 1, 2017, licensed child care centres and home child care agencies will be required to have a wait list policy. This policy is intended to reflect the flexibility required to effectively manage wait lists, while recognizing that parents benefit from having wait list procedures that are transparent and clearly communicated. This is why section 45 of Ontario Regulation 137/15 has also been amended to require licensees to include their wait list policy in their parent handbooks. The licensee's policy should also reflect the new requirement that parents have their child's status on the wait list shared when requested, in a manner that protects personal information.

These new requirements support the interests of parents, while ensuring that licensees continue to have flexibility over the management of their wait lists. Questions and answers regarding the new requirements will be posted on the Ministry of Education child care website in the coming days.

Sincerely,

A handwritten signature in black ink, appearing to read "H. Moran".

Holly Moran
Director