



## Waiting List Policy

**Goal:** To provide a priority order for the Waiting List.

**Procedure:**

1. To gain a place on the Waiting List, parents and whānau will be required to fill in a Waiting List form.
2. The Waiting List will be managed by the 'Person Responsible'.
3. Priority on the Waiting List will be as follows:
  - a. Children of teachers at Rotorua Girls' High School Childcare Trust and children of teachers, staff and students at Rotorua Girls' High School
  - b. Siblings of children already enrolled.
4. All other children will be placed on the Waiting List according to the date they completed their Waiting List form.
5. In order to minimise unused childcare days, children whose enrolment requirements match the days available on the roll may be offered a enrolment at the Centre regardless of the date on which they were added to the waiting list.

This policy will be reviewed as per the policy review schedule.

Reviewed: 10 March 2020