

Ekwaamjigenang Children's Centre
Waiting List Application Form

Form # _____

Child's Name (on Birth Certificate)			
Date of Birth (mm/dd/yyyy)		Age of child	
Status Number and Name of First Nation			
Mother's Name			
Status Number and Name of First Nation			
Phone number (must keep this office informed of any changes). <i>If contact is not possible the child's name is removed from the Daycare waiting list.</i>			
Currently working <input type="checkbox"/>	Not employed <input type="checkbox"/>	On maternity leave <input type="checkbox"/>	Enrolled in Training or Educational Institution <input type="checkbox"/>
			Please keep this office informed should changes occur to your working/student status.
Father's Name			
Status Number and Name of First Nation			
Phone number (if different from above)			
Currently working <input type="checkbox"/>	Not employed <input type="checkbox"/>	On parental leave <input type="checkbox"/>	Enrolled in Training Educational Institution <input type="checkbox"/>
			Please keep this office informed should changes occur to your working/student status.
For Lands Membership Use Only			
<i>I have verified that the child and or parent named above is a status member of the Mississaugas of the New Credit First Nation</i>		<i>I have verified that the parent named above has submitted all required documents to begin the process of Registering their child as a New Credit Band Member. Or is eligible under adoption laws.</i>	
_____ Signature Lands Membership Office	_____ Date	_____ Signature Lands Membership Office	_____ Date
For Daycare Office Use Only			
Date received:		Time received:	
_____ Parent initial _____ ECC initial		_____ Parent initial _____ ECC initial	
			Priority # given

Cc parent _____ Original sent to LMR on _____

Enrollment and Waiting List Eligibility Criteria and Procedure

Children are placed on the waiting list and given a priority number based on the following eligibility and requirements and the date and time of the waiting list application submission.

Priority	Requirements	Parents are
A	Child has New Credit Status or is eligible for New Credit Status. Must complete a Waiting List Application Form, eligibility for status verified by Lands/Membership Department.	Working, in training, enrolled with an Educational Institute (must provide proof) or be on maternity/paternity leave.
B	Child has New Credit Status or is eligible for New Credit Status. Must complete a Waiting List Application Form, eligibility for status verified by Lands/Membership Department.	Not working, must be actively seeking employment.
C	One parent is a New Credit Band Member must provide proof of status. Must complete a Waiting List Application Form	Working, in training, enrolled with an Educational Institute (must provide proof) or be on maternity/paternity leave.
D	One parent is a New Credit Band Member Must complete a Waiting List Application Form	Not working, must be actively seeking employment.
E	Mississaugas of the New Credit First Nation Staff Member Must complete a Waiting List Application Form *Enrollment is contractual	Applicant must be employed as an MNCFN permanent staff.
F	Other First Nation Children Must provide proof of child's status Must complete a Waiting List Application Form *Enrollment is contractual.	Working, in training, enrolled with an educational institute or on maternity leave (must provide proof).
G	Other First Nation Parents (children do not have status) Must provide proof of parent's status Must complete a Waiting List Application Form *Enrollment is contractual	Working, in training, enrolled with an educational institute or on maternity leave.
H	Other First Nation Children Must complete a Waiting List Application Form *Enrollment is contractual	Not working

All Waiting List Application Forms (**Appendix B**) will be date and time stamped and initialed by both the applicant and Ekwaamjigenang office staff or designate.

Children are placed on the waiting list first by the priority number and then by the date or time of the waiting list application forms received by Ekwaamjigenang.

Priority may be given to children, if ordered by a Court, Children's Aid Society, or supporting documentation from another outside agency requesting that a child be placed in a daycare setting.

*Children enrolling under priority E, F, G, or H will be enrolled on a contractual basis. Should there be a priority A,B,C, or D who submits their name on the waiting list, then a two week notice is given to enrollment criteria E, F, G and H for termination.

When a child is next on the list, the family will be contacted. When asked, families will be notified where their child is on the current priority list, which may change at any time based on the priority criteria above.

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Waiting List Procedure from the *2014-2015 ECC Parent Policy approved at the December 8th Education Social Services Council meeting.*