



SUNNYBROOK CRÈCHE WAITLIST AND ENROLLMENT POLICY

1. Purpose

This policy outlines the procedures for application, waitlist management, prioritization, and enrollment at the Sunnybrook Crèche (the “Crèche”). It is intended to ensure a fair, transparent, and consistent process for all applicants.

2. Definitions

For the purposes of this policy:

“Application Activation Date” means the date on which an application is confirmed by the Crèche following the birth of the child.

“Child” means the applicant for enrollment at the Crèche.

“Hospital Employee” means an individual employed by Sunnybrook Health Sciences Centre.

“Waitlist” means the centralized list of applicants for full-time care spaces maintained by the Crèche.

3. Application Process

3.1 Prospective families must complete the Crèche’s online application form, available on its website.

3.2 Applications may only be activated after the birth of the Child. Parents or guardians are responsible for notifying the Crèche to activate their application.

3.3 The Application Activation Date will be used as a primary factor in determining placement on the Waitlist, subject to the priority criteria set out below.

3.4 The Crèche maintains a Waitlist for full-time care only. Part-time enrollment is not currently offered.



4. Waitlist Priority and Allocation

4.1 Placement on the Waitlist does not guarantee enrollment.

4.2 Available spaces are allocated based on a combination of the Application Activation Date and the following priority categories, listed in order of precedence:

1. Siblings of children currently enrolled at the Crèche, including siblings of alumni within 12 months of graduation;
2. Children of Crèche current staff and Hospital Employees; and
3. All other applicants (including applicants from the community)

4.3 The Crèche reserves the right to apply the above criteria in its discretion to support operational requirements and regulatory compliance.

5. Waitlist Expectations

5.1 Current estimated wait times are approximately one to two years; however, actual timelines may vary depending on demand, program capacity, and age group availability.

5.2 Inclusion on the Waitlist does not guarantee a space will become available.

5.3 There is no fee to be placed on the Waitlist.

6. Waitlist Management

6.1 Families are required to confirm or update their application at least every six (6) months.

6.2 Applications that are not updated within this period may be deemed inactive and removed from the Waitlist.

6.3 Families may contact the Crèche to request a general status update; however, precise rankings and timelines cannot be guaranteed due to ongoing changes in enrollment and eligibility.

7. Enrollment and Placement

7.1 Enrollment is based on space availability and the Child's eligibility for the applicable age group at the time a space becomes available.



7.2 Applicants are placed on the Waitlist according to the age group applicable to the Child at the anticipated time of enrollment.

7.3 As the Child becomes eligible for a different age group, their Waitlist placement will be reassessed within the new age group. The original Application Activation Date will continue to be considered; however, the Child's relative position may change depending on:

- the number of eligible applicants in that age group; and
- applicable priority criteria under this policy.

7.4 Changes in age group eligibility may result in a shift in the Child's relative position on the Waitlist. Such adjustments are a function of age group demand and do not affect the original Application Activation Date.

7.5 Children who are not eligible for placement in an age group at the time of intake (including where age or program readiness criteria are not met) will not be considered for enrollment during that intake period but will remain on the Waitlist for future consideration if applicable.

7.6 The Crèche operates in accordance with Ministry of Education licensing requirements, including permitted mixed-age groupings of up to twenty percent (20%) under- or over-age children, where applicable.

9. Enrollment Timing

9.1 The majority of placements occur during the primary transition period between July and September each year.

9.2 A limited number of additional placements (typically up to four (4) spaces) may occur during a secondary transition period in the winter months. These placements generally arise from internal transitions within the Crèche and may not result in new external enrollment opportunities.

10. General Provisions

10.1 The Crèche reserves the right to interpret and apply this policy in its sole discretion, subject to applicable laws and regulatory requirements.

10.2 This policy is subject to periodic review and amendment.



 **Sunnybrook**
HEALTH SCIENCES CENTRE
2075 Bayview Avenue
Toronto, ON Canada M4N 3M5
T: 416.480.4465
F: 416.480.6862
creche@sunnybrook.ca
sunnybrook.ca/creche

10.3 This policy supersedes all prior versions of the Waitlist Policy.

Approval and Revision History

Approved by Board of Directors: August 11, 2006, July 21, 2026

Updated: December 2017

Updated: July 2026