



Central waiting list

Conditions and general information

Definition

The central waiting list (*liste d'attente centralisée* – LAC) combines all requests for a child care place for children aged 0-6 years in a day care centre and for children aged 0-12 years in a family day care.

The Parents' Information Office (*Bureau d'information aux parents* – BIP) centralises all requests and is responsible for processing and transferring them to the LAC, in the order in which they are received.

Conditions for access to a Réseau-L day care place

Registration on the LAC is possible:

- if the child is resident in the municipality of Lausanne;
- from the fourth month of pregnancy onwards;
- a maximum of one year before the desired start date;
- 6 months before moving to Lausanne (provided you have a known address);
- 6 months before you are hired by a Réseau-L partner company;
- for wraparound care, only if the child attends a municipal school

Registration process

Parents should register their child using the “day care place application form” (*Demande de place d'accueil de jour*), to which they must attach the following documents, depending on their situation:

- latest pay slip and/or
- latest unemployment benefits statement and/or
- AVS (old age and survivors' insurance - OASI) certificate for self-employed workers and/or
- statement confirming attendance on an award-bearing training course.

LAC registration date

The registration date is the date when the BIP receives the full application, i.e. the registration form and supporting documents.

If parents refuse a place that matches their application on the LAC in full, their registration date on the LAC will be updated to the date of the refusal.

Allocation of day care centres

The child's place of residence recorded with the Residents' Registry (*Contrôle des habitants*) determines which childcare institutions (*institutions pour l'enfance* – IPE) they may be allocated to. In the case of shared custody, the parent whose main residence is in Lausanne may apply to the BIP for the days on which they look after the child, even if the latter lives outside Lausanne.

The BIP also manages registrations for families living outside Lausanne who are entitled to a day care place in the Réseau-L through their employer (customer group). These families are not entitled to access family day care services (AMIFA), unless they are employed by the city authorities.

Amount of care and days allocated

The amount of care provided and number of days allocated depend on the parent's or parents' working hours and the days on which they actually work.

The parent or parents must provide a statement from their employer confirming the days actually worked at the request of the department responsible for childcare institutions (DIPE).

Confirmation of registration

Once the application has been processed, the BIP will send the parents a confirmation of registration with the contact details of the IPEs where their child is likely to be cared for and, on request, the details of AMIFA



services. Parents may ask the BIP to delete one or more centres from their list. This process will not, under any circumstances, entitle the parents to access additional IPEs outside the area in which they live.

Duration, update and renewal of LAC registration

Registration on the LAC is valid for 6 months. During this period, parents are responsible for sending the BIP updated information relevant to their application (change of address, change in household circumstances or professional situation, etc.).

Parents must renew their application with the BIP no more than 15 days before the end of the validity period of their registration by completing the update request (*Demande d'actualisation*) and attaching their latest statements.

If they do not renew, the registration will be cancelled automatically. If parents still wish to apply for a place, they must re-register.

Priority criteria according to reason for application

The BIP applies priority criteria based on the reason for the parents' application when they register in order to comply with the Cantonal Act of 20 June 2006 on day care for children (*Loi sur l'accueil de jour des enfants* – LAJE; 211.22); these criteria are used by the DIPE when a place is allocated. In order of priority:

Balancing family and work responsibilities

The *balancing family and work responsibilities* criterion applies when the parents or parent (in the case of a single-parent family) produces documentary evidence that they are working, taking an award-bearing training course or receiving unemployment benefit.

Prevention

The *prevention* criterion applies where there is a specific need for support for the child's development and/or parenting assistance. These reasons must be supported by a certificate.

Socialisation

The *socialisation* criterion applies to any application where a parent is at home or has a voluntary role, or where the reasons listed in the previous points do not apply.

When the parent lives with a partner, these criteria take the situation of both partners into account if they are married or have a child in common, declare that they are cohabiting or have lived in the same household for at least 5 years.

If the child is already in day care, the DIPE may decide to reduce or even cancel the contract if there is a change of priority from balancing family and work responsibilities to socialisation.

Other elements taken into consideration when allocating places

The allocation of places also takes into account the organisational needs of the host institution, based on the following considerations:

- the age of the child (babies, toddlers, pre-schoolers and schoolchildren);
- the days requested;
- whether the child has a sibling at the same centre.

Allocation of day care places

The allocation of day care places falls exclusively to the DIPE, who will contact parents directly to offer them a place.

Re-registration on the LAC

Re-registration on the LAC for a child who already has a day care place in the Réseau-L is accepted in four situations only:

- for additional care where the application has only been partially satisfied;
- if the family moves to another part of the city;
- if the family wishes to switch from day care in a family setting to a day care centre or vice versa;
- if the family wishes to transfer their child from a centre connected to their employer to a centre in the area where they live or vice versa.