



Waiting List Policy

Purpose

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.

Note: definitions for terms used throughout this plan are provided in a Glossary at the end of the document.

Policy

General

A waitlist will be formed when Angus Valley Montessori Schools Inc ("Angus Valley Montessori") program reaches to full capacity of enrolment based on our Ministry of Education License.

- Angus Valley Montessori will strive to accommodate all requests for the registration of a child at AVM.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- **There is no fee or deposit required to have your child placed on Angus Valley Montessori Waiting list.**

Procedures

Receiving a Request to Place a Child on the Waiting List

The licensee or designate will receive parental requests to place children on a waiting list via e.g. online application, telephone, in-person meeting after the initial tour of the school



Placing a child on the Waiting List

1. School Tour

In order to have your child added to our waiting list, parent and child must first have a tour of the school to ensure the school is a 'good fit' for their family.

2. Fully completed Waiting List (no missing information)

Date of the Tour, Parent Name, Telephone, Email, Enrolment Date and Child's current age.

3. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received.

4. Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

Determining Placement Priority when a Space Becomes Available

- In an event where a particular program reaches capacity a waitlist will be formed for that program. Siblings of our student who wish to enroll into one of our programs offered will be given priority status over the "new" students on the waiting list.
- Children who are on the waiting list will be accepted into the program on a first come first served basis when spots become available.
- Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

1. Parents of children on the waiting list will be notified via [insert method of communication] that a space has become available in their requested program
2. Parents on the waitlist will be informed that they have a 24 hour period to accept the placement in the program which has now become available.
3. In an event that the parent has not responded back after the waiting period, we will contact the next following person on the waiting list. The waiting list order is established numerically starting from 1. and onwards.

Responding to Parents who inquire about their Child's Placement on the Waiting List

1. Parents are welcome to call the office for an update of their child's status on the waiting list at any time.



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2. Parents can request to know where they are on the waiting list at any time. Our Admin staff will only advise the number where the child is placed on the waiting list

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Glossary

Licensee: The individual or corporation named on the license issued by the Ministry of Education responsible for the operation and management of the child care centre.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians but will be referred to as "parent" in the policy).