



Co-operative Nursery School of Almonte, Inc.

106 Elgin Street, Box 1325, Almonte, ON, K0A 1A0
www.almontenurseryschool.ca
613-256-0286

Waitlist for 2023/2024

Filling this form will place your child on the waitlist for the 2023/2024 school year only. Please send this form to the registrar at acnsregistrar@gmail.com. If you have any questions, please contact the registrar. Please review the attached waitlist policy

Child's Information

Last Name	First Name	Birth Date
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Parent/Guardian's Contact Information

Name	Phone Number
Email	Relationship to child

Would you be interested in enrolling your child next school year (2024/2025)? If so, the registration forms and important dates would be forwarded to you before we are accepting applications.

YES

NO

How did you find out about the Nursery School?

I acknowledge that this is a **Co-operative** program which requires families to be involved with the school. This includes Duty Days, Volunteer responsibilities and any other initiatives, opportunities or fundraisers that may arise. Once enrolled in the program, my family and I will assist the school and the program in any way possible.

Signature

The program is not a full-time program and runs from 9am to 11:30am Monday to Thursday and 9am to 1pm on Friday. The program follows the school board's calendar from September to June, except for PD Days (school is still in session). Children must be toilet trained and turn 3 by December 31st, 2023, to be eligible for the Friday program. If a spot opens, we may only be able to guarantee certain days and it will be a two-day minimum.

****We are NOT currently enrolled in the \$10 per day childcare program.****

Waitlist Policy for the 2023/2024 School Year

Both Waitlist A and B are only for the dated school year (2023/2024) and will not be carried over to the next year. A new waitlist will be started for the next school year when registration opens, and a new form will be required to be added to the next waitlist.

Once the registration list is completed/full, Waitlist A will begin for all students 30 months of age and older. Waitlist B will begin when the registration list is at capacity for students between the ages of 24 and 30 months old or if the student is under the age of 24 months. Students must turn 2 by May 31st, 2024 to be placed on Waitlist B, as they are not eligible to attend until the age of 2.

Registration List:

The Registration List only has room for four students who are between the ages of 24 and 30 months old by September 15th, 2023. All students who are underage are limited to 2 days a week until they turn 30 months old. Once the student turns 30 months, they may attend more days or switch days if there are spots available by contacting the registrar. We are only accepting 2 underage students per day. Once those four spots are full, the next students who register and are under the age of 30 months by September 15th, 2023, will be placed on Waitlist B even if there is still room on the Registration List.

List A:

Once the registration is full, Waitlist A will be started. Students on this list must be 30 months old when they are placed on the list (or by September 15th, 2023). They will be placed on the list in order of date that the waitlist application or registration form is received by the registrar.

List B:

Any students who are under the age of 30 months as of September 15th, 2023, will be added to Waitlist B. This list will be organized by age, with the oldest at the top. Once the child turns 30 months, the child would move to List A within the order the application was received by the registrar. This may cause other children (even if they are older) to move down the list, depending on when the application was received. When the child turns 30 months old, the registrar will inform the family that the child has switched lists and where they are on Waitlist A.

To be placed on either Waitlist, the waitlist form (or registration package) must be filled out and sent to the registrar acnsregistrar@gmail.com. Once the student is in spot 3 or higher, the registrar may be in contact with the family to get the proper paperwork for when and if a spot becomes available. This would include the registration forms, immunization records, etc.

At any time, a family may contact our registrar for an update on where a student is on the waitlist. The registrar will only provide the spot number. The registrar will not disclose personal information such as the names or birthdates of other students on the list.

A spot opens:

For students on any waitlist, the Nursery School will try give families 1 to 2 weeks notice that a spot is opening for a student on the waitlist. Families will have 3 business days to confirm they still would like the spot. The registrar will attempt to contact the family twice by email and once by phone. If there is no response within the 3-day period, the registrar will move on to the next family on the list and their spot will remain.

If a student does not accept a spot offered, the student may choose to remain on the waitlist or be removed and the next student would be contacted. All required paperwork and fees must be given to (or organized with) the registrar within one week of confirming the spot and BEFORE the student is allowed to start.