



The Co-operative Nursery School of Almonte

Waitlist Policy

As of January 1st, 2017, requirements in section 75.1 of the Ontario Regulation 137/15, (OEYA 2014) requires childcare licensees to have a waitlist policy that explains how the waitlist is managed.

When a program is at full enrollment, a parent/guardian can complete an application for the centralized waitlist through Lanark County. When a child is added to a waitlist for any of the programs, no deposit is required. Children will be accepted into the programs in order received on the centralized waitlist if a spot becomes available unless another enrollment takes priority. All required registration forms and documents must be submitted to the school to satisfy licensing requirements before the student can start in the program.

Priority Enrollment:

1. Current families enrolled requesting additional programs or sibling enrollment.
2. Returning families who are enrolling for the following school year, starting in September.
3. Alumni families (returning families with new children)
4. General Public applicants

If the spot is declined, the next applicant on the list will be offered the spot. Any parent/caregiver that declines a spot will remain on the waitlist unless they request to be removed from the list or remove themselves from the waitlist through the website.

Privacy and Confidentiality

- The waitlist will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list.
- Only the child's position on the waiting list will be provided to parents.

Waitlist for the current School Year

The waitlists for the current school year are not carried over to the following year. A new waitlist will be started for the next school year when registration opens. It is the parents' responsibility to add their child to the waitlist for the following year.

At any time, a family may contact our registrar for an update on where their child is on the waitlist. The registrar will only provide an approximate spot range (example 5 to 10). No

personal information such as the names or birthdates of others on the waitlist will be disclosed.

Toddler Registration:

Children must be between the ages of 18 and 30 months as of September 1st (or when enrollment begins) to be enrolled in the toddler program. Children younger than 18 months will be added to the centralized waitlist. Children older than 30 months will be added to the Preschool program or waitlist.

Toddler Waitlist:

Any child who is under the age of 18 months as of September 1st will need to be added to the centralized waitlist. This list will be organized by the date added to the waitlist. If a child turns 30 months while on this waitlist, they may be eligible for the preschool program. Priority enrollment may apply.

Preschool Registration:

Children must be 30 months old as of September 1st (or when enrollment begins) to be enrolled in the preschool program. Children younger than 30 months will be added to the Toddler program.

Preschool Waitlist:

When the program is full, children who are 30 months and older will be added to the centralized preschool waitlist. They will be placed on the list in order of date added to the waitlist. Priority enrollment may apply.

A spot opens:

For children on the waitlist, the Nursery School will attempt to give families 1 to 2 weeks notice that a spot is opening. Families will have 3 business days to confirm they would like the spot. The registrar will attempt to contact the family once 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 on the waitlist.

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 received by (or organized with) the registrar within one week of confirming the spot and BEFORE the student is allowed to start.