



DOC REF: QP-002

REV/ISSUE: 00/01

DATE: Sep 1, 2025

Policy & Procedure: Waiting List

Date Policy and Procedures Established: September 1, 2025

Date Policy and Procedures Updated: -

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

CedarBrook Montessori School will strive to accommodate all requests for the registration of a child at the child care centre.

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.

No fee will be charged to parents for placing a child on the waiting list.

Additional Policy Statements

The Director and the Designate will be responsible for managing the 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 Online Application.

Placing a child on the Waiting List

- a) 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.



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Determining Placement Priority when a Space Becomes Available

- a) When space becomes available in the room of request, The Registration form and Registration fee will be required to hold the child's spot. Registration fees are per child and it is non-refundable.
- b) 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

- a) Parents of children on the waiting list will be notified via phone call or email that a space has become available in their requested program.
- b) Parents will be provided a timeframe of 2 business days in which a response is required before the next child on the waiting list will be offered the space.
- c) Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

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

- a) The Director/Designate will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
- b) The Director/Designate will respond to parent inquiries and provide an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

- a) 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.
- b) Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Additional Procedures

- a) In the event of a child's name being removed from the waiting list because the parents/guardians have not responded within the specified timeframe about the space availability notification and they contact after the timeline, their name will be added on the waiting list again, with a priority.



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Glossary

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the childcare 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).

