



# Wait List Policy

Policy updated: April 2023

Previous update: February 2023

Review Schedule: annually and/or when changes are made

Pine Ridge Nursery School will strive to accommodate all requests for the registration of a child at the school. Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the wait list procedures set out below will be followed. The school will not charge a fee to families whose child is on a wait list for admission to the school.

## **Procedures:**

1. The Director will receive waitlist requests via Google Forms on the website.
2. The list is time-stamped and will compile in chronological order.
3. The following relevant information will be collected once a request for admission has been made: the date the request was received, the child's name and date of birth, the parent's email, and phone number. Additional relevant information will be noted, if applicable.

## **Placement Priority:**

When space becomes available in the program, priority will be given to children of staff member's families and currently enrolled children whose parents have requested additional sessions. Once these children have been placed or the spot declined, other children on the wait list will be prioritized based on the date the requests were received and additional relevant information, if applicable (i.e., age of child appropriate for the available spot) Families with special circumstances that would benefit from the program may be prioritized at the discretion of the Director.

## **Offering an Available Space:**

A parent/guardian whose child is on the wait list may be contacted when a spot becomes available. Email is the primary method of contact. The family will be given at least one day to consider, then accept or decline the offer of a spot. If no definitive response is given within this time frame, the operator may move on to the next applicant. Notes will be made on date of contact and if the parent was reached. Other relevant notes will be kept.

## **Managing the wait list:**

Families can request to be removed from the wait list at any time. It is the parent's responsibility to update the wait list if they want to be contacted or if their information changes. The Director will check in with families from time to time to see if they are still interested. Families should reply to the email to indicate that they want to remain on the list. The supervisor/designate may remove a child from the wait list if parents do not respond to emails or when the family does not follow through with the registration process.

## **Confidentiality:**

The wait list can be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of a child on the list to be ascertained by the affected families who make the request. Only the following columns of information will be made visible: the dates of request for enrollment and the children's given names. All other information on the list will be hidden to maintain confidentiality.

## **Requests for Future Enrollment:**

If the desired start date requested by the parent is not in the current school year, the child's information will be kept on a separate contact list ("wait list") for future enrollments. In April or May, parents on this contact list will be forwarded via email, registration forms and submission deadline information for the upcoming school year. After the deadline date indicated, spots will be offered on a first come, first-served basis. The school will try to enroll children into the parent's first choice of class. If their first choice is not available, then the parent will be offered one of their alternate choices or can wait for an opening. In this case, the guidelines for "Offering an Available Space" set out above will be followed.