



Waitlist Policy and Procedures

Intent

The purpose of this document is to provide basic information regarding our waitlist policies and procedures. Please call the school to schedule a tour and make any inquiries that you may have. This document will keep you informed about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children. The procedure provides 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. Brason Academy Montessori 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 waiting list procedure stated below will be followed. No fee will be charged to parents for placing a child on the waitlist.

Procedure

- 1. Current families receive re-enrollment forms in early February.**
- 2. Once returning students' placement has been confirmed, enrollment for new families will be received.**
- 3. A waitlist will be formed once Brason Montessori reaches full capacity for each programme.**
- 4. In order to have a child added to our wait list, parent and child must first have a tour of Brason Academy Montessori School first and review our enrollment package.**
- 5. Children will be accepted into a programme**

Receiving a request to place a child on the waiting list.

The school will receive parental requests to place children on a waiting list via one list (through the region of Waterloo) or by contacting the school directly.

The school places the child on the waiting list in chronological order of time, based on when the request was received. Once a child is placed on the waiting list the school will inform parents of their child's position on the list.

Determining placement priority when a space becomes available

When space becomes available in the program, and priority will be given to children currently enrolled who need to move into the next age group; sibling of children already enrolled; children of staff.

Once these children have been placed, other children on the waiting list will be prioritized based on the program room availability and the chronology in which the child was placed on the waiting list.

BAMS Waiting List Priorities

Brason Academy has established the following priority system for offering available spaces to those on the waiting list:

1. Children already enrolled who need to move into the next age group
2. Siblings of children already enrolled
3. Children of Staff
4. All other applicants on the wait list

Notwithstanding the above priority system, applicants requesting full-time care will receive priority within a given group when a fulltime space is being filled.

Offering available Space

Once a space becomes available, parents of the children on the waiting list will be notified via email about the availability. Parents will be provided a timeframe of two days in which a response is required before the next child on the waiting list will be offered the space. Where a parent has not responded within the given timeframe, the school will contact the next parent on the waiting list to offer them the space.

Waitlist Status

At times, you may wish to check-in with the school your status on the waiting list. Your status on the waitlist will change periodically. This is due to many factors, including:

Children on the list who are not yet of age for the program or are looking for a later start date.

Children ahead of you on the list, but who don't respond to a space offer or later remove themselves from our list.

Children who join the waitlist after you but are in a higher priority group (see above), which bumps you further down the list.

Prospective parents may request a status update on their waiting list application by calling the school. The school will provide a status update to an applicant upon request, noting their current position on the waiting list, including Onelist and direct enquiries to school via email/phone/tour and how that position is affected by Brason Academy's priorities for placement.