

Waiting List Policy and Procedures

Name of Child Care Centre: Toronto Waldorf School

Date Policy and Procedures Established: January 2017

Date Policy and Procedures Updated: 2026-05-01

Purpose

This policy outlines the procedures for maintaining and administering a waiting list in a manner that is:

- Transparent
- Fair and consistently applied
- Respectful of family privacy
- Aligned with regulatory requirements

Toronto Waldorf School is committed to supporting children's development through continuity of care and long-term relationships, while ensuring equitable access to available spaces.

Legislative Compliance

This policy has been developed in accordance with:

- Child Care and Early Years Act, 2014
- Ontario Regulation 137/15

The centre ensures that:

- No fee is charged for waitlist placement
- The waitlist is administered transparently
- Families have access to their child's position on the list
- Personal information is protected

Policy

General

- TWS Child Care will make reasonable efforts to accommodate all applications.
- Where capacity is reached, a waiting list will be maintained.
- The waiting list will be managed by the Child Care Administrator.
- All decisions will be applied **consistently and in good faith**

Additional Policy Statements

The Child Care Administrator/Supervisor is responsible for managing the waiting list for all Child Care applications. The Admissions Director will work together with the Child Care Administrator for Kindergarten Admissions and enrollment.

Procedures

Placement on the Waiting List

- Applications must be submitted through the official online application system.
- Children will be placed on the waiting list based on the **date and time of application receipt**.
- Families may request their child's position at any time.

Waiting List Structure

Internal Waiting List (Priority Consideration)

Priority consideration may be given to:

- Siblings of currently enrolled children
- Children of TWS employees
- Children of alumni families
- Children transferring from another Waldorf school/program

External Waiting List

Includes:

- New applicants
- Children returning after withdrawal

Determining Placement When a Space Becomes Available

Children are placed on the waiting list in chronological order based on the date and time of application. When spaces become available, offers are made based on a combination of factors, including age eligibility, program requirements, and overall fit with the program's needs, as well as the child's position on the waiting list.

When a space becomes available, placement decisions will be based on:

1. Program Requirements

- Age eligibility
- Room availability
- Licensing ratios

2. Chronological Order

- Placement will generally follow the order of application submission

3. Additional Considerations

The centre may consider the following factors:

- Sibling relationships within the school
- Program balance and group composition
- Family engagement with the program
- Long-term participation and continuity within the school community

4. Age Eligibility and Program Suitability

- Placement offers will be made based on age eligibility at the time the space becomes available.
- Where a child is no longer eligible for a program, the offer will not be extended.
- Where a child is nearing the upper age limit and would not reasonably benefit from participation, the centre may proceed to the next child on the waiting list.

Offering a Space

- Families will be contacted by email and/or phone.
- A response is required within **two (2) business days**.
- If no response is received, the offer will be extended to the next child on the list.

Declining an Offer

- If the offer does not meet the family's requested timeline, their position may be maintained
- If a family declines a space aligned with their requested start date, their priority may be adjusted

Maintaining Active Status on the Waiting List

To ensure accuracy:

- Families must notify the centre if they wish to:
 - Remain on the waiting list beyond their requested start date
 - Be considered for a future program year
- Requests must be submitted **in writing (email accepted)**
- If no confirmation is received:
 - The child may be removed from the waiting list
 - Or repositioned based on current program needs
- All future-year requests are subject to the policy in effect at that time

Parent Communication

- Families may inquire about their child's status at any time
- Only their own child's information will be shared
- No information about other families will be disclosed

Privacy and Confidentiality

- The waiting list will be maintained securely
- Personal information will be protected in accordance with privacy expectations
- Only authorized staff will have access

Fees

- No fee is charged to join the waiting list
- A deposit (equal to one month's fee) is required upon acceptance of a space

Waiting Times

- Entry timelines cannot be guaranteed
- Families are encouraged to confirm continued interest
- Changes to requested start dates must be submitted in writing