



Ivy Montessori School
1428 Royal York Rd
Etobicoke, ON M9P 3A8
416 242 8778
info@ivymontessori.ca

Ivy Montessori School Waitlist Policy

Ivy Montessori School is fully committed to making our enrolment as open and straightforward as possible. We accept applications at any time. Children accepted into our program may begin on the first day of the Fall Term in September or on the first day of the Winter Term in January. Upon request, families on the Waitlist will be shown their status on the list while protecting the privacy of all applicants. There is no fee to place a child's name on the Waitlist.

Our Process:

- ◇ Upon request, a family is given an Application Form to place their child on our Waitlist;
- ◇ The form is kept on file in a numbered list based on application date;
- ◇ When a new space becomes available, families on the Waitlist will be notified by email and telephone and given 48 hours to accept/decline;
- ◇ Should the family not get in touch with Ivy Montessori in that time, it is assumed that the offer is declined and then the spot will be offered to the next family on the Waitlist;
- ◇ A family may change their requested start date; however, you will lose your original placement on the Waitlist and be moved to the next available waitlist spot.
- ◇ Upon acceptance, a non-refundable Registration Fee of \$350 is required along with all completed Enrolment Forms.

The following are the guidelines that Ivy Montessori School follows in respect to allocating spaces in the school:

- ◇ Current students who re-enrol in February;
- ◇ Siblings of current students enrolled for the same year;
- ◇ Waitlist Applicants

Please note that all offers of enrolment are conditional upon the child being reliably toilet trained. This means the child must be able to tell an adult that they need to use the toilet, as well as be able to manage their clothing and position themselves on the toilet. Children are not permitted to wear diapers or pull-ups at school. If your child has been accepted into the program but is not fully toilet trained, their place can be held until toilet training is complete on the condition that tuition installments continue to be paid.

/We understand that applicants are selected based on the above criteria.

Parent/Guardian Name

Parent/Guardian Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date



Ivy Montessori School
1428 Royal York Rd
Etobicoke, ON M9P 3A8
416 242 8778
info@ivymontessori.ca

Parent/Guardian Name(s): _____

Student: _____

Application Date: _____

Proposed Start Date: _____

How did you hear about us? _____

Waitlist Application

Student First Name	Student Last Name	Student Date of Birth
Half-Day or Full-Day Program?	Is your child toilet trained?	Current/Previous Childcare

Parent/Guardian(s) Primary Contact Number

Parent/Guardian(s) Primary Email Address

I/We are interested in Before School Care (8:00am – 8:30am)

Yes No

I/We are interested in After School Care (4:00pm – 4:30pm)

Yes No

I/We have booked a tour with Ivy Montessori School

Yes No **Families must attend a tour before an enrollment offer is made**

I/We understand that applicants are selected on the below criteria. I/We agree that both parents have consented to being placed on a Waitlist. I/We understand and accept that submitting a waitlist application does not confirm a spot at Ivy Montessori School but acts as a method of contact for when a spot does become available.