



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 strives to make enrolment as open and straightforward as possible. We accept applications year-round and typically enrol children in September and January. While these are our primary intake periods, we are happy to consider applications throughout the year as space allows.

Waitlist Process

1. **Joining the Waitlist:** Families interested in enrolling their child can request a waitlist application form. There is no fee to join the waitlist.
2. **Waitlist Order:** Applications are kept on file and numbered based on the date received.
3. **Notification:** When a space becomes available, families are contacted by email and telephone in order of their placement on the waitlist.
4. **Acceptance:** Families have two (2) business days to accept, decline, or defer the offered space. If we don't hear back within that time, the offer is considered declined, and the space is offered to the next family.
5. **Changing Start Date:** Families can change their requested start date; however, this will affect their position on the waitlist. They will be moved to the next available spot that aligns with their new start date.
6. **Securing Enrollment:** Upon acceptance, a non-refundable registration fee of \$350 is required, along with completed enrollment forms.

Enrollment Priorities

Spaces are allocated based on the following priorities:

1. Current full-day and half-day students who re-enroll in February.
2. Siblings of currently enrolled students.
3. Students transferring from another Montessori School.
4. Waitlist applicants in order of application date.

Toilet Training Requirement

All enrollment offers are conditional upon the child being reliably toilet trained. This means the child must be able to:

- Communicate their need to use the toilet.
- Manage their clothing independently.
- Use the toilet without assistance.

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

Parent/Guardian Name

Parent/Guardian Signature

Date

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Date



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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
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Half-Day or Full-Day Program?	Is your child toilet trained?	Current/Previous Childcare
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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.