



Victoria Education Centre  
Montessori & Child Care

## **Wait list Policy**

### **Purpose:**

*Under the authority of the Child Care and Early Years Act, 2014 (CCEYA) prescribed in section 75.1 of the Ontario Regulation 137/15, this policy is intended to reflect the flexibility required to effectively manage our wait list, while recognizing that parents benefit from having wait list procedures that are transparent and clearly communicated.*

Victoria Education Centre is a licensed childcare centre since November 2008 and accepts children from the Toddler age group (18 months to 30 months), Preschool age group (30 months up to 6 years).

### **Procedures:**

- 1) If you are interested to place your child's name on our wait list, you can call (416) 422-5550 or email the office at [woodbine@victoriaeducationcentre.com](mailto:woodbine@victoriaeducationcentre.com) to obtain an application form. Victoria Education Centre does not charge a wait list fee.
- 2) You can drop off the completed application form to the office or email to [woodbine@victoriaeducationcentre.com](mailto:woodbine@victoriaeducationcentre.com), a copy of the completed application form, the wait list policy and the Parent-Student Handbook will be provided to parents. The original application form will be filed in the office in a binder.

- 3) If there are any changes to your contact information or email address, please contact the centre to update your file.
- 4) Your child's name will be placed on a wait list for acceptance according to the birth year and in the order received at the centre.
- 5) Our wait list is comprised of two categories, and they are the Toddler and the Preschool Program.
- 6) We will not accept any application form to go on the waiting list if a child is not yet born.
- 7) Victoria Education Centre has a **first-come, first-served policy**; however, a priority is given to siblings of already enrolled students, these children are placed to the top of our waiting list in their age group and then highlighted as a sibling. Priority is also given to the children of staff working at Victoria Education Centre.
- 8) The waiting list record will be updated every 3 months. For parents who would like to keep their child's name on the waiting list, they are required to inform the office in writing every three months by sending an email to [woodbine@victoriaeducationcentre.com](mailto:woodbine@victoriaeducationcentre.com) or regular mail addressed to Victoria Education Centre, 1038 Woodbine Avenue, Toronto, ON, M4C 4C4. If there is no follow up from the parents every 3 months, the child's name will be taken out from the waiting list.
- 9) If a child withdraws from the centre during the year, we will try to fill the spot with a child from the same birth year. Therefore, the next child on the waiting list from that year will be offered the spot until the spot is taken.

- 10) Families will be contacted through the email system when there is a vacancy at the centre. They will have 2 days to respond to the email message to indicate their interest in accepting the spot. If there is no response after two days, the child's name will be removed from the waiting list.
- 11) If a family declines a spot when offered, the child's name will be removed from the waiting list, and they must re-apply (if still interested). Their application will be placed at the bottom of the waiting list when it is received.
- 12) Once you accept a spot, a registration appointment will be made to answer questions and to complete enrolment forms prior to the admission date. A registration fee of **\$300.00** (as of September 2022) is required at that time. **This registration fee is non-refundable and non-transferrable** and will not go towards the monthly tuition payments.
- 13) Parents can call the centre or visit the office to ask about their child's status on the wait list. To protect personal information, the wait list cannot be photographed, videotaped, or copied in any form by any Parent/Guardian.
- 14) VEC will provide that the waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it but allows the position of a child on the list to be ascertained by the affected persons or families.
- 15) Victoria Education Centre has the right to refuse admission to anyone at the discretion of Management.