



Waiting List Policy

This policy outlines Elite Montessori Academy's waiting list process to ensure it is fair while maintaining the flexibility required when running a child care facility.

Who can apply?

To be on Elite Montessori Academy's waiting list, a parent or legal guardian must complete an online application form and provide all required information accurately. A child cannot be placed on Elite Montessori Academy's waiting list if the child has not yet been born.

Placement on the list?

The order in which children are placed on Elite Montessori Academy's waiting list is based on the following factors:

1. Date on which the electronic application is submitted and completed accurately
2. The requested month childcare would start
3. The age group a child would be when they would start at Elite Montessori Academy
4. Whether the application is for a single child or siblings
5. The requested number of days per week – 5 days, 3 days (M/W/F), 2 days (T/TH)

Parents should register for as early a start date as they would be willing to start at Elite Montessori Academy, i.e. if registered for care to start in February, a family would not be called if a January space becomes available unless all families on the January list decline the space. If parents defer a space or move the start date to another month, their space on the waiting list will be dependent on the date on which they originally registered for that child to be on Elite Montessori Academy's waiting list.

If a space is not available for the month a parent would like to start care, Elite Montessori Academy will automatically move that application to the next month's waiting list. The priority in the next month's waiting list will be based on the date of the original application.

Priority

Elite Montessori Academy gives priority to Siblings and alumnae which effectively moves them up the waiting list.

Requests for information

Parents can contact an Elite Montessori Academy's Managing Director to ask about their child's place on the waiting list. Within 24 hours (or the next business day), the Managing Director will let the parent know what number they are on the list for the month they are looking for care.



Maintaining the waiting list

Elite Montessori Academy communicates with its waiting list regularly, primarily through email. From time-to-time there may be a call to action in an email requiring the recipient to alert Elite Montessori Academy if they wish to remain on the waiting list. If we do not receive a response within fourteen days of requesting this information, the child may be removed from Elite Montessori Academy's waiting list. If the parent contacts Elite Montessori Academy after this time period and states that they wish to remain on the waiting list, the application date will be changed to the date that Elite Montessori Academy received this confirmation. If you decline 3 space offers, which match your waitlist application, your child's name will be moved to the bottom of the waitlist and you will lose your priority status. If you do not require a child care space, please contact us so we can remove your name from the list.

How long will it take to get a space?

There is no specified length of time that you need to be on the list to be offered a space. The best time to find out roughly where your child is on the waitlist is about a month prior to when you'd like to register.

Children usually get in our program within a year of going on the waitlist, or the start of the next school year, if they are the correct age.

Offering of Spaces

Spaces become available when a child graduates from Elite Montessori Academy or when a family terminates care. Parents are required to give one month's notice, prior to the last working day of the month. Therefore, it is expected that the minimum amount of notice a family will receive about an available space will be one month. We endeavour to give parents as much notice as possible if we are aware of upcoming spaces. Parents of kindergarten age children that are eligible to go to government funded kindergarten that September are required to inform Elite Montessori Academy by last working day in February when their child will be leaving the program.

Accepting a Space

Once your child is officially offered a space, if you would like to accept it, you will be required to provide a one-month deposit of your child's fee within 48 hours. This deposit will be applied to your child's last month of care provided that the appropriate notice is given.