

## **POLICY # 302**

### **Waitlist Policy - Casa and Toddler Programs**

#### **Preamble:**

Yukon Montessori School is a thriving learning community that wants an equitable system for all families who want to be involved to have equal opportunity for access. Yukon Montessori School welcomes new students in its Toddler and Casa programs. Due to high demand for enrollment, there is a waitlist for enrollment in both of these programs.

#### **Purpose:**

The purpose of this policy is to outline the waitlist and enrollment priorities and processes for YMS.

**Policy:** YMS hopes to welcome every applicant to our school, however there are several factors that affect the number of students we can accommodate in our classrooms, including

- Standards of Montessori philosophy and pedagogy. This includes maintaining a balance of ages in the classroom, a relatively small class size, and a low student-to-teacher ratio.
- Diverse student abilities and needs. YMS must have the capacity (teachers and resources) to fulfill the needs of every student.
- Student ages. Current Toddler students transition to Casa based on age and readiness. This may not always align with the school year and as such there may be a delay until the classroom has space.
- Learning environment. YMS strives to create an environment where students have access to the space, facilities and materials, inside and outside the classroom, that best support their learning.
- Regulatory requirements. YMS complies with all regulatory requirements in respect of physical space, staffing ratios and enrollment.

Currently, there is one Toddler classroom (age 18 months to three years) and two Casa classrooms (age three to six years) at YMS. The number of students that can be accommodated in each classroom may vary from year to year. As such, the number of

children on the waitlist to whom we can offer enrollment varies from year to year as well. The number of students enrolled from the waitlist in 2023 was 23.

**Procedures:**

1. To be included on the waitlist for either the Toddler or the Casa program, families must complete and submit an application package (which may include acknowledgement of having read and agreed to certain policies), along with a \$100 non-refundable application fee.
2. While a child is placed on the waitlist based on the date and time their application package is received, there are several factors that may affect the order in which offers of enrollment are made in order to support school and classroom composition and flow between programs. Some of these factors include:
  - Age. YMS aims to maintain a balance of ages in the classroom according to Montessori philosophy.
  - Siblings of current students.
  - Children/family members of YMS employees.
  - Families whose intention is to commit to the three-year Montessori learning cycle (including kindergarten).
  - Families who are considering YMS as a long-term educational program for their child(ren). As a non-profit private school, enrollment in the early years programs facilitates sustainability in our elementary school.
3. When a spot becomes available, families will receive an offer of enrollment and a registration package, which must be returned within one week.
4. If a family declines a spot when one is offered, their spot on the waitlist may be forfeited.
5. Families on the waitlist will receive an annual e-mail communication from YMS asking them to confirm their continued interest and desire to remain on the waitlist.
6. When a child who is on the Toddler waitlist reaches 30 months of age, their name will be moved to the Casa waitlist, retaining their place in the waitlist order.
7. Families on the waitlist may contact YMS to inquire about the current composition of the waitlist.
8. YMS reserves the right to cap the waitlist and/or pause applications at any time.

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Approved by Board on: November 12, 2024

Date for next review: November 2026