



## Waitlist Policy

### 1. INTRODUCTION

- 1.1. This policy applies to all divisions of Sudbury Christian Academy (SCA), including its Early Learning Centre (ELC), its elementary (JK-8) division, and its secondary (9-12) division.

### 2. EARLY LEARNING CENTRE

- 2.1. This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.
- 2.2. The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.
- 2.3. This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.
- 2.4. The Early Learning Centre (ELC) division of SCA uses the City of Greater Sudbury's waitlist to manage enrollment in its infant, toddler, and preschool programs as spaces become available.
- 2.5. Note: definitions for terms used throughout this plan are provided in a Glossary at the end of the document.
- 2.6. Parents shall be informed as to where their child is on the ELC waitlist. If any parent should call the school to inquire about the status of their child on the waiting list, the manager or office administrator must clearly communicate where the child's name is on the list, and the estimated time of availability of their child gaining a place at the ELC.
- 2.7. Sudbury Christian Academy ELC will strive to accommodate all requests for the registration of a child at the child care centre.
- 2.8. Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.

- 2.9. No fee will be charged to parents for placing a child on the waiting list.
- 2.10. The ELC Supervisor will be responsible for managing the waiting list.

### 3. RECEIVING A REQUEST TO PLACE A CHILD ON THE WAITING LIST

#### 3.1. Procedures

- 3.1.1. The licensee or designate will receive parental requests to place children on a waiting list via email or telephone inquiry and consultation.

#### 3.2. Placing a child on the Waiting List

- 3.2.1. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received.
- 3.2.2. Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

#### 3.3. Determining Placement Priority when a Space Becomes Available

- 3.3.1. When space becomes available in the program, priority will be given to
  - 3.3.1.1. Staff of Sudbury Christian Academy
  - 3.3.1.2. Siblings of current SCA/ELC students
  - 3.3.1.3. Returning (previously enrolled) families
  - 3.3.1.4. Families seeking a Christian education
- 3.3.2. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

#### 3.4. Offering an Available Space

- 3.4.1. Parents of children on the waiting list will be notified via email or telephone that a space has become available in their requested program.
- 3.4.2. Parents will be provided a timeframe of two business days in which a response is required before the next child on the waiting list will be offered the space.

- 3.4.3. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

### **3.5. Responding to parents who inquire about their child's placement on the Waiting List**

- 3.5.1. The ELC Supervisor will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
- 3.5.2. The ELC Supervisor will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

### **3.6. Maintaining Privacy and Confidentiality**

- 3.6.1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
- 3.6.2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

## **4. ELEMENTARY DIVISION**

- 4.1. Sudbury Christian Academy (SCA) is a small, non-denominational Christian private school operating in Ontario. Admission to SCA is limited in part by availability of space and resources.
- 4.2. SCA's elementary program accommodates eighteen students per class. A waitlist will form once each class reaches capacity.
- 4.3. In the event of a waiting list, priority will be given to certain groups over others, in accordance with the Waitlist Policy. This policy has been put in place to determine the order of acceptance:
  - 4.3.1. **Current students** – Students who are currently registered will have priority for available space within each class, and shall be exempt from the waitlist, even if class sizes exceed capacity.
  - 4.3.2. **Siblings** – Siblings of students currently registered will have second priority for available space within each class, but shall not be exempt from the waitlist if class/grade exceeds capacity.

- 4.3.3. **Children of staff** – Students who are children of staff members (in any division) will have third priority for available space within each class, subject to the waitlist.
  - 4.3.4. **Children of pastors** – Students who are children of currently active local clergy will have fourth priority for available space within each class, subject to the waitlist.
  - 4.3.5. **Alumni** – Siblings of past students, or past students themselves, will have fifth priority for available space within each class, subject to the waitlist.
  - 4.3.6. **Extended family** – Students who have an extended family member present at the school will have sixth priority for available space within each class, subject to the waitlist.
  - 4.3.7. **Transfer students** – Students who are transferring from another ACSI member school will have seventh priority for available space within each class, subject to the waitlist.
  - 4.3.8. **Waitlist** – Students with their name on the SCA waitlist, but who do not belong to groups 1-7, make up the final group in the acceptance chain.
- 4.4. Parents of prospective students will be contacted in the order of the sequence above. Should a position become available, the principal or designate will make every effort to fill the position while abiding by the Waitlist Policy.
- 4.5. Applicants may forfeit their position in the class or on the waitlist by failing to register before the spring early registration deadline.

## 5. GLOSSARY

- 5.1. *Licensee*: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.
- 5.2. *Parent*: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as “parent” in the policy).

6. REGULATORY REQUIREMENTS: ONTARIO REGULATION 137/15, WAITING LISTS 75

*75.1 (2) Every licensee that establishes or maintains a waiting list described in subsection (1) shall develop written policies and procedures that,*

*(a) explain how the licensee determines the order in which children on the waiting list are offered admission; and*

*(b) 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 that allows the position of a child on the list to be ascertained by the affected persons or families.*