



Kendellhurst Academy

Nurturing the Student's Mind and Spirit

Waiting List Process and Policy

The following information is required for families to be placed in our call log:

- at least one parents' first and last name;
- child's first and last name;
- best contact telephone number(s) and or email addresses;
- child's expected start month;
- child's Date of Birth (DOB) - unborn children may be added to the list with expected DOB.

Once you have toured our preschool, your family is officially placed on our waiting list.

Waiting List Process:

1. Kendellhurst does not charge families for placement on our waiting list.
2. Though Kendellhurst enrolls throughout the year, we only enter children once a space becomes available through written notification from an enrolled family. Most spaces open up during the months of July and August. Occasionally spaces may become available due to a family leaving for unforeseen circumstances (i.e. moving out of area, new pregnancy, employment change, etc.).
3. Though there is no specified period of time you may be on our waiting list, it is up to parents to keep us posted and occasionally call with/for updates. Our waiting list can sometimes be extensive, and we do not have the human resources to contact each potential family with updates.
4. Kendellhurst only enrolls into age appropriate groupings. As most of our families stay with us to JK and SK, we mainly enroll through our toddler and preschool age classrooms. (Our Kindergarten families love our educational and French program and wish to prepare their child for success in grade 1.)
5. Once an SK parent gives notification, a space opens up in our entry level classrooms, the Junior and Senior Classroom (toddler and preschool aged). Again, occasionally, spaces open up in other classrooms such as Pre-K.

E: info@kendellhurst.com **W:** www.kendellhurst.com **Fax:** 905-821-0891

Streetsville Campus Grade School: 170 Church Street, Mississauga, Ontario, L5M 2M3, Phone: 905-813-8000

Streetsville Campus Preschool: 175 Queen Street South, Mississauga, Ontario, L5M 1L2, Phone: 905-567-1070

Oakville Campus Preschool: 2460 Neyagawa Blvd., Units 11&12, Oakville, Ontario, L6H 7P4, Phone: 905-257-2030



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6. Our currently enrolled families must give two months' (written) notification. Senior Kindergarten families usually give notice on May 1st, opening up spaces for July 1st. Many Kindergarten families stay with us to August 31st of their child's graduate year. We pre-enroll up to 16 spaces prior to this time. This enrolment process takes place from September 1st and ends around May 1st for the following September's enrolment capacity.
7. Registered children graduate up to the next classroom during the months of July and August as this is when the majority of spaces become available. Our School Supervisor will call families that are eligible to start in the age group opening.
8. Internally enrolled families are given priority to spaces, for second and third children, as spaces become available.
9. Once a family is called from the waiting list, they are given a specified time frame to return the call and express interest in the available space.
10. Children usually move up in groups of 2-4 with classroom visits, as needed. Children newly enrolled to Kendellhurst are asked to have visits to encourage a soft and natural introduction to our preschool. The School Supervisor will discuss an entry plan with newly enrolled families.
11. Our waiting list expires after 1.5 years, unless a family contacts us for continued placement on our waiting list.

Registration Process:

Once an offer of enrollment is made (via phone or e-mail), the registration fee, last month's tuition and completed enrollment package with enrolment agreement are all due. You are officially registered with us after this process is complete!

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