

New Families

Immunization Policy

Upon enrolment, all families are required to provide a record of immunizations to date. This same record must also be sent to the Middlesex London Health Unit (MLHU) and updated with MLHU as needed. If MLHU is not provided with updated records, the Health Unit can notify the School and require the School by law to suspend a student until their information is up to date. If a family chooses not to immunize their child for religious or personal conscience then an exemption form must be on file. [Form 010-3042E / Statement of Conscience or Religious Belief](#) must be notarized to be accepted. An exemption for medical reasons would be provided by the child's physician or nurse practitioner.

Introductions and Application

Our goal is to enrol students who will thrive and meet their full potential in the Montessori education program. Interested families are asked to complete a Montessori Information Session and School Tour to assist in learning about the school, teaching methods, and the learning environment. Additionally, an Online Application, a copy of the child's birth certificate, and a copy of the child's most recent report card (if applicable) is required to be considered for admission. There is a \$150 non-refundable fee to submit the Online Application. The Application must be completed by the child's parent or legal guardian. Applications for the upcoming school year are accepted on an ongoing basis. For students applying at the Elementary level, a student classroom visit will be arranged and an additional parent meeting will be scheduled.

Re-Enrolment for current students and their siblings is processed annually beginning in February. In March, new student applications are considered based on available space in the program. When siblings are considered for admission, the School will give precedence to families that have allowed their older children to complete the entire Casa program (3 years) over those who have not. MA will evaluate each application on a case-by-case basis, with the needs and composition of the classrooms determining admissions decisions.

Offer of Admission

If we are able to offer your child admission to Montessori Academy of London, you will receive an Offer of Admission via the MA Parent Portal. The Offer of Admission must be completed by the child's parent or legal guardian. If you complete the required online documents as outlined below within 7 days of the initial Offer, your child will be enrolled into the program. If the documents are not completed within 7 days, this Offer will be available to other applicants.

- Confirmation of Enrolment Form
- Payment of the non-refundable Enrolment Deposit
- Post-dated cheques for the balance of the school fees, in accordance with Plan A, B or C from the Annual Tuition Fee Schedule. *Please see our Fees Policy and Annual Tuition Fee Schedule for further details.
- Code of Ethics Affirmation
- Health Questionnaire
- Permission Acknowledgements and Release of Information
- Toddler & Casa only: "Getting to Know Your Child Better" Form
- Toddler & Casa only: A copy of current immunization records

If you are unable to accept the Offer of Admission for the school year in which it has been offered, you may defer acceptance (once only) to the following school year. Enrolment deposits already submitted are non-refundable at any time, but may be deferred for one year.

New Student Orientation and Class Placement

In May, or as soon as available, you will receive notification outlining class placement and new student orientation details. Information to help you prepare for the start of the school year will be provided in August.

Wait Pool Policy – Limited Spaces

We are not always able to accommodate all applicants. Once classrooms reach capacity, any new applications are placed in a wait pool. It is our practice to keep your application on file for one year, in the event that we are able to offer your child admission.

Furthermore, at the Toddler/Casa levels aspects of Child Care and Early Years Act (CCEYA) legislated regulations and MA policies affect various aspects of the number and make-up of each classroom environment, thereby affecting the wait pool:

- 1) Priority in the wait pool is given to applicants who have a sibling currently enrolled in the school or if the applicant is transferring from another accredited Montessori school.
- 2) As a Montessori school we have mixed-age groupings, meaning that each level (Toddler, Casa, Lower Elementary, Upper Elementary and Junior High) is made up of children from 2- or 3-year age groupings. To the best of our ability, we try to balance the number of children at each age-level in each classroom environment. Therefore, wait pool priority may be given to children of a specific age in certain cases.
- 3) CCEYA contains regulated limits on the number of youngest Casa students that are allowed in classroom environments. Accordingly, only a certain percentage of the Casa student populations can be made up of children who are 2-years 8-months old as of Sept. 1 during each school year. The wait pool may be affected by this regulation in certain cases.

Wait Pool Composition

Application forms are submitted electronically. Each application receives a digital date and time stamp upon submission; those date and time stamps are used to determine the initial wait pool composition, on a first-come/first-served basis, and shall remain a priority based on date relative to others in the wait pool, subject to the potential circumstances outlined above. Each applicant will move up in priority in the wait pool as children are placed in classrooms or when other families choose to be removed from the wait pool.

Access to Wait Pool

Families that have chosen to be placed in a wait pool may contact the Registrar to inquire about the current composition of the wait pool for their child's age level. In order to maintain the privacy and confidentiality of all families in the wait pool, access to the full wait pool will not be permitted.

Returning Students

Re-Enrolment

Re-Enrolment is required for all returning students on an annual basis and is processed beginning in February. The following documents are required to be completed / submitted by the child's parent or legal guardian to be considered re-enrolled for the upcoming school year:

- Confirmation of Re-Enrolment Form
- Enrolment Deposit (non-refundable)
- Signed Code of Ethics Affirmation
- Post-dated cheque(s) as required for Plan A and B; Plan C requires a void cheque and completed pre-authorized payment form
- **Toddler, Casa & Junior High:** Post-dated cheque(s) for Hot Lunch as required for Plan A and B Plan C; Hot Lunch Fees may be included monthly.

*Please see our Fees Policy and Annual Tuition Fee Schedule for further details.

Re-Enrolment Confirmation

Once the online Re-Enrolment documents are completed as outlined above and the deposit and post-dated cheque(s) for the balance of tuition are received, your child is considered re-enrolled for the upcoming school year. A confirmation e-mail is also provided following the submission of the Confirmation of Re-Enrolment form. Specific details about class placement for students moving up to a new level within the program will be provided in May or as soon as available. Information to assist you in preparing for the start of the school year is provided in August.