

## New Families

### **Introductions and Application**

As an accredited Montessori school, we provide students with an education that is based on Montessori teaching methods, classroom structure, curriculum and learning materials. Our program is built on a commitment to independent and student led learning and exploration. 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. 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) are 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. Since the materials and curriculum foundations required for the Elementary program start at the Casa level, transitioning directly into the Elementary program may not be possible. This is determined on a case-by-case basis.

Re-Enrolment for current students and their siblings is processed annually beginning in late January/early February. In March, new student applications are considered based on available space in the program. MA will evaluate each application on a case-by-case basis, with the needs, composition of the classrooms and age of the student, determining admissions decisions. Please also see our Wait Pool Policy in this section.

### **Commitment to a Montessori Education**

Montessori is most successful the longer a child remains in the program; each year builds on the skills and knowledge acquired in the previous year(s). Because of this, we encourage all families to complete the full program level in which their child is enrolled (2 years for Toddler and Junior High; 3 years for Casa, Lower Elementary and Upper Elementary).

Admission of a child and/or sibling can be affected if a family is not committed to completing the full level of our program. Enrolment of only one year can also impact the admission of applicant siblings. The school reserves the right to deny re-admission of a student or new admission of a sibling, where a family has chosen to leave the school. Our priority is families who are committed to the school, our programs and the Montessori philosophy.

### **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 5 days of the initial Offer, your child will be enrolled into the program. If any of these documents are not completed within 5 days, this Offer will be available to other applicants.

- Confirmation of Enrolment Form
- Payment of the non-refundable Enrolment Deposit
- Code of Ethics Affirmation
- 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.

- 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.

## **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. Please contact the Main Office for an exemption form if required.

## **New Student Orientation and Class Placement**

In June 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 due to capacity and spaces available in our classrooms. 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 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 direct debit authorization form
- **Toddler, Casa & Junior High:** Post-dated cheque(s) for Hot Lunch as required for Plan A and B; for 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. However, failure to adhere to our Code of Ethics and Fee Policies and/or not meeting payment obligations will result in a reconsideration and possible revocation of your child's acceptance for the coming school year or re-enrolment being withheld.

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 June. Information to assist you in preparing for the start of the school year is provided in August.