

## **KEW PARK MONTESSORI DAY SCHOOL ADMISSION PROCEDURE**

1. The process of admission often begins with a telephone inquiry to the administrator. At that time we are happy to answer any questions. We will offer to send an information package, which contains information about the school, about the school's programme, about Montessori education, a Fee and Tuition Schedule and an Application for Admission form.
2. An appointment to observe in the classroom is the next step and can be made through the administrator. These observations are scheduled for Tuesday, Wednesday, and Thursday mornings and last for approximately twenty minutes. Guidelines for observation are enclosed in the information package. The opportunity to actually sit in a classroom and observe children at work offers a wonderful experience of school life. Parents can judge whether this environment is suitable for their child and will meet their goals for their child's education experience. They will see for themselves Montessori education in action.
3. An interview with the principals takes place after the observation. This interview provides parents with further information about the programme and it enables the principals to gain more information about the family and the child. Together, parents and principals can determine if their values and goals complement each other.
4. When the decision to apply is made, parents fill out an Application for Admission and send it to the school together with a photocopy of the child's birth certificate and an application fee of \$100. This fee is non-refundable. It is a one-time fee, per family, and is not required for re-enrollment, for the new admission of younger siblings, or for a Casa child's application to the elementary programme.
5. The deadline for new application enrollment is February 21, 2003. Applications received after this date will be considered after the first round of admissions has been placed.
6. A child applying for the elementary programme will be asked to visit in a classroom for several hours. This gives the child an opportunity to experience the Montessori environment at this more advanced level and it enables the teacher to make an informal assessment of the child's independence and self-motivation and general readiness for the environment.
7. Parents of students already enrolled must make their decision to re-enroll by mid-January for Casa students, and by the end of January for elementary students. If they apply to re-enroll after this date, they lose the advantage of first priority, will have to pay the \$100 application fee, and will be considered along with new admissions. After the deadline for re-enrollment, the school assesses the places available and makes offers of admission to suitable applicants. Applicants will know by mid-April, if not before, if they have been accepted.
8. When the school makes an offer of acceptance, parents have two weeks to respond. Two copies of the enrollment and tuition contract are sent to the parents. The parents sign these contracts and return them to the school together with a non-refundable tuition deposit of \$800 and post-dated cheques according to the payment plan selected. A child is not considered to be enrolled in the school unless the contract, tuition deposit, and post-dated cheques have been received.
9. The school returns a signed copy of the contract to the parents.
10. If the school cannot place the child, parents may choose to keep their application on a waiting list, in the hope that a space will open up.
11. Parents have the opportunity to speak with teachers in an informal at Meet the Teachers Night in late June. A package with the School Calendar, various schedules, and information about the childcare and hot lunch programs is available (mailed to those unable to attend).
12. Another information package is mailed in August with parent handbooks, and applications for the childcare and hot lunch programme. The forms and applications can be mailed in or returned on the first day of school.

## **KEW PARK MONTESSORI DAY SCHOOL ADMISSION POLICY**

1. Kew Park Montessori Day School is a co-educational, non-denominational school. The school does not discriminate according to gender, race, colour, heritage, ethnic origin, or religion.
2. Returning students (children already enrolled in our elementary programme) have priority for admission. After re-enrollments are received, the remaining places are divided according to Casa year or elementary grade levels available. This means that we do select according to age, since we have a three-year age grouping in both Casa and elementary classrooms and try to maintain an even balance between the age groups. An ideal balance would be six grade one children, six grade two, and six grade three children in one classroom, for example.
3. From new applications, children are admitted on the basis of several priorities:  
Siblings of children already enrolled in our programme have priority for admission.  
Children from our Casa programme have first priority for admission to the elementary programme, then children from other Montessori programme, and then children from non-Montessori programme.

Applications are then selected on a first come, first serve basis; this means that the sooner an application is received the better the chance of admission. Re-enrollment applications received after the due dates will be considered along with new admissions. New admissions received after the due date will be considered after the first round of admissions have been placed.

For admission to our first year pre-school or Casa, children must turn three in the calendar year that they begin. For admission to grade one, children must turn six in the calendar year for which they are applying (e.g. six by December 31, 2004 for admission in the 2004/05year).

We admit children with learning differences, but with a limit of one or two children per class and taking into consideration the teacher's experience, the class configuration, and the nature of the child's learning differences.

4. After admission, we do reserve the right to ask for the a student's withdrawal if the student is unable to thrive in the Montessori environment, if the student's behavior represents a danger to other children, or if parents are unable to pay the tuition.