



MONTESSORI CHILDREN'S HOUSE

ENROLLMENT PROCEDURES



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- Step 1: Attend a Group Tour or an Open House.
- Step 2: Complete an *Application for Admissions* form and send in the non-refundable \$50 Application Fee.
- Step 3: Readiness assessments for the Early Childhood Program are primarily done for children between 2 1/2 - 3 years old. MCH will only accept children in this age range if they are exceptionally ready for the Early Childhood Program. *Application for Admissions* for this age child are accepted and held on a waitlist until an assessment is completed. If a child between 2 1/2 - 3 years old is applying to enter the Early Childhood program in September, a readiness assessment will be done in August. A child between 2 1/2 - 3 who is applying to enter mid-year must be assessed prior to his or her intended enrollment date.
- Elementary applicants must spend a morning with the Elementary class in order to assess the student's readiness for admission. This visit is completed in the spring prior to the September start. Assessments of elementary students are arranged individually. For mid-year entrance, the child is assessed prior to the intended start date.
- Step 4: Applications for enrollment are accepted on a first-come, space-available basis. Placement is carefully made by the Enrollment Committee, taking into account requested schedules, the child's needs, the classroom's available space and the current demographics of the class.
- Step 5: The Enrollment Committee considers and evaluates prospective students in light of all information collected and space available in the program. Based on this information, the final admissions decision involves an evaluation of the student's ability to benefit from and thrive in the program. If your family is selected for admission, you will receive a letter of acceptance along with an *Application for Enrollment*. You will have 2 weeks to complete and return the *Application for Enrollment* form along with a non-refundable \$100 enrollment fee and a one month Deposit (see terms of deposit under Terms and Conditions). MCH will acknowledge receipt of returned *Applications for Enrollment* within 2 weeks.
- Step 6: An enrollment package will be sent to all new students in mid-July or prior to enrollment if entering MCH mid-year. Classroom placement notification will be communicated at this time. All paperwork must be completed and returned to the office by August 1st if starting in September or prior to your child's start date if beginning mid-year.
- Step 7: For students beginning MCH in September a New Student Orientation/New Parent Orientation occurs the first day of school. During Student Orientation children will be given a tour of the class and a few introductory lessons. The Parent Orientation is designed to familiarize new parents with the school's policies and procedures.



MONTESSORI CHILDREN'S HOUSE



ADMISSION REQUIREMENTS

Montessori Children's House does not discriminate on the basis of religion, color, gender, sexual orientation, disability, national or ethnic origin, or similar factors.

Admission requirements for our Early Childhood Program include:

- Children must be able to follow brief one to two step instructions, concentrate for 2-3 minutes at a time and must have moved out of the impulsive phase of development.
- Children must be able to handle toileting independently unless lack of toilet training is due to a medically diagnosed condition.

TERMS AND CONDITIONS

Deposit - After being notified of your acceptance to MCH you will have 2 weeks to return your *Application for Enrollment*, your enrollment fee and a nonrefundable one month tuition deposit. The *Application for Enrollment*, followed by receipt of deposit is your contract with Montessori Children's House for the school year. The deposit will be applied to June's tuition. Should your child be continuing in the program for the subsequent school year a new deposit, equivalent to the next year's monthly tuition, will be charged and due in June. Your deposit will be forfeited should enrollment not take place prior to the 30 day trial period or should you withdraw from the program during the school year.

Trial Period - Each child is accepted into the program based on a one month trial period. This period is used to observe the child's adjustment to the program and to talk about concerns. The first two weeks of the trial period allow time for a child to acclimate to the new classroom environment. If concerns present themselves after the initial two weeks, a teacher initiated dialogue will begin with parents. Parental concerns must be communicated to the child's teacher. If the child successfully integrates into the program during the trial period, placement will become official. If there are problems which cannot be resolved, placement will be terminated. If placement is terminated immediately following the introductory period the deposit will be refunded.

Payment Terms - Monthly tuition payments are due by the first of each month. Tuition is collected electronically via Automatic Withdrawal or is subject to a 1% administrative charge if paid by cash or check. Payment is considered late after the 5th of the month and a 10% surcharge is added. If payment is not received by the 15th of the month the student will not be admitted to school until all fees are paid. If annual tuition (10 month) is paid in full by July 1st a 5% discount will apply. Families with two or more children enrolled at MCH will automatically receive a 5% family discount.

AM vs. Full Day Enrollment: Children may be enrolled in an AM schedule during their first year. Full day enrollment is expected for the second year or when your child is ready.

ASSESSMENT, COMMUNICATION & PARENT EDUCATION

Parent Education Events - Throughout the year MCH offers a variety of parent education events. The first of these is Montessori Night (an overview of the Montessori philosophy and methodology), followed by program-specific Curriculum Nights and culminating with Kindergarten and Elementary Program Information Nights. Through these fun events we hope to increase our parent community's awareness of the type of learning and education that their children are currently receiving. We also share information about the profound benefits of long-term Montessori education.

Conferences & Assessments - MCH teachers are available to meet privately with parents during posted office hours. Conferences are handled for each program as follows:

Toddler Program

The Toddler Program offers home visits in the fall. Home visits are a means to strengthen the partnership between Lead Toddler Teachers and Parents. It also aides in establishing trust between toddlers and their teachers. In the spring, the Toddler Program sends home an assessment of each Toddler's individual development. A Parent-Teacher Conference can also be scheduled at this time.

Early Childhood Program

Formal Early Childhood Program conferences are offered twice a year. In November, parents are invited to accompany their children to a special Student-Led Conference. In March parents choose between Student-Led and Parent-Teacher Conferences. In May a year-end evaluation summary of your child's work is sent home.

Elementary Program

Elementary conferences and assessments follow a different schedule; this information is available in the Elementary Parent Information Packet.