

ENROLMENT PROCEDURE & PROGRAM COMMITMENT

Thank you for your interest in Montessori East for your child. Following is an explanation of our enrolment procedure and our terms of agreement for a child's enrolment at Montessori East. Please read this description carefully then complete and return your form to the school.

Step 1: Enrolment Application Form

The initial step is to complete an Enrolment Application Form which puts you in our database. A \$200 administration fee applies. You will receive a letter acknowledging receipt of your payment as well as confirmation that your child has been placed on the waitlist.

Step 2: Assessment of Places

In most cases, applications are reviewed approximately 12 months before places become available.

Enrolment is based on balancing the ages and genders of each classroom. That being equal, priority is given to siblings of children already enrolled, thereafter applications are processed by date of receipt. Consideration is given to parents who reflect an understanding of the Montessori approach.

Step 3: Classroom observation or Open Morning

In the process of assessing places, the School may contact you to do a **Classroom Observation** or attend one of our **Open Mornings**. This will be subject to the number of places likely to become available in the year of enrolment.

Step 4: Interview with the School Principal

According to your position on the waitlist, the school may contact you and invite you to meet with the school's Principal. This is an opportunity for you to ask questions about the school and the Montessori program. It's also an opportunity for the school to understand more about your expectations for your child's education and why you wish to choose Montessori East. We will also discuss your child's development and readiness for starting school.

Step 5: Offer of a Place

Once we are sure that a place is available for your child, we will send you a letter and Parent Agreement offering you a place at Montessori East. The signed agreement should then be returned with a non-refundable placement fee of \$1,900 within two weeks. If we are unable to confirm a place for your child we will notify you in writing.

Checklist

1. Complete Enrolment Application Form	
2. School assesses available places	
3. School may contact you to do an observation or attend an Open Morning	
4. School may contact you for an interview	
5. School will either confirm an offer of a place or advise if none is available	

Important parts of the agreement

Observations

This is an opportunity for prospective parents to sit in and observe a classroom in action. Observation sessions are done on **Tuesday** and **Thursday** mornings during school term from **9.00am to 10.00am** and you will spend approximately 15 minutes in each of the classroom stages (i.e., Cycle 1 (3-6 years), Cycle 2 (6-9 years) and Cycle 3 (9-12 years)).

Bookings are essential through the office and ideally both parents should do an observation. We ask that parents attend without children.

Commitment through the age range: The importance of the 3 year commitment

The pre-primary program meets the developmental needs of children from 3 to 6 years of age. Once the child starts at the school, it is expected that the child will stay for the full 3 years and complete the cycle in the year they turn 6 and matriculate to the primary equivalent of Year 1. This commitment ensures that all children in the classroom will receive a quality Montessori experience at Montessori East. *We prioritise incoming families who are planning to stay until their child can matriculate to the primary program. If you are unable to make this commitment to the classroom community through 'kindergarten', we ask you to enroll in a different pre-school program.*

Montessori Program Commitment

The success of the Montessori program for any child is dependent upon the parents' basic acceptance and understanding of our educational principles. Parents are expected to bring their child to school consistently and on time, read any information sent home, attend parent-teacher conferences twice a year, and attend at least two parent education evenings each year. If a child has difficulty in the Montessori East program, the parent(s) must be willing to work with the staff to determine if the child's placement is appropriate for his/her development, and to determine if the child needs additional support for his/her development.

Policy for Sibling Enrolment

We prioritise the enrolment of siblings so that a family will be in one school community. Montessori East will not honour the sibling priority policy if/when a family removes an older child prior to the completion of a 3-year cycle of a given age group.

School Calendar/Closures

Montessori East operates a 4-term school year and approximately follows the state school calendar.

Volunteer Commitment

Parent assistance by volunteering is critical to the success of the school, both physically and achieving a sense of community. Every family is expected to contribute their talents and time to fundraising, community or classroom endeavours with a minimum of 12 hours per annum (4 hours per term).

Learning More About Montessori

There are other opportunities to know more about the school and Montessori education as part of our normal school calendar. News on Events will be placed on our website (www.montessori.nsw.edu.au) and you are very welcome to attend. This will include events such as the following

- An Open Morning which is held each Term.
- Parent Education Evenings held once a term, i.e., four times a year.
- Montessori East Graduates: this is an evening where we invite past students who are now in high school to come and talk to parents about the transition to high school.