



Enrolment Procedure

Maple Tree Montessori International Preschool



Thank you for considering Maple Tree Montessori
as the place for your child's development over the coming years!

We would like to make our enrolment process as seamless as possible and so have come up with this step-by-step guide.

Maple Tree Montessori has rolling admissions and applications are taken throughout the year (subject to space availability).

Our school year runs from September to August and tuition is charged for 12 months in the year.

Below are outlined 6 steps that we ask families to go through in order to enrol their child at the preschool. These are guidelines based on years of experience and are designed to make the enrolment process beneficial for all parties, i.e. the child, the parents and the preschool. Having said that, we understand that each family has their individual circumstances and we will do our best to accommodate you as the need arises.

1

PRESCHOOL TOUR & CLASSROOM OBSERVATION (PARENTS ONLY)

The first step to enrolment is a parent visit at the preschool, which can take place from Monday to Friday, between 8:00 and 10:30 in the morning. We recommend **parents come alone**, so that you can freely experience the preschool without the need to take care of your child. During this visit, you will be shown the premises and come into the classroom for a 20-30 minute observation (please save your questions for after the observation, so that the children can work freely without distractions).

The visit is planned for the morning (between 8:00 and 10:30 a.m.), so that you can experience our Montessori work period. After the observation, you will have the opportunity to ask questions about the Montessori method itself, as well as about anything else related to the preschool and potential enrolment. Your tour host will ask questions about your child and about your expectations of the preschool.

2

FOLLOW-UP VISIT (PARENTS WITH CHILD)

At this visit your child will be invited to join the classroom for about **30 to 60 minutes**. During this time, the teacher will interact with your child, teach a lesson and carefully observe him/her. The teacher will be looking to see how your child:

- approaches the Montessori materials,
- separates from you,
- follows simple directions,
- expresses needs and feelings,
- practices the self-control to wait his/her turn, etc.

While your child is in the classroom you will meet with the Preschool Directress for a presentation summarising the most important points of the Parent Handbook and our approach, as well as to cover any remaining queries you might have.

3

SUBMITTING THE APPLICATION FORM

After the second visit, if you and the Directress both feel that Maple Tree Montessori is a good fit for your child and there is an available space, you will be asked to submit our online **Application Form** (link [here](#)), after which your child will be added to the preschool's Waiting List.

If there is not an immediate opening or if your child is not quite ready to start preschool, your application will still be added to our Waiting List and you will be contacted as soon as any openings appear. Applications are processed in the order they are submitted. Priority is given to siblings of children already enrolled at the preschool.

Once we receive your Application Form we will also send you our Parent Agreement and Parent Handbook. Please read through them carefully, so that we can answer any questions you might have before signing.

4

SIGNING THE PARENT AGREEMENT

Once the decision is made that your child will be joining Maple Tree Montessori, we will ask you to sign our **Parent Agreement**. This can either be done on the day of the follow-up visit (if a place is available) or at a later, mutually agreed date.

5

PAYING THE REGISTRATION FEE

After signing the Parent Agreement, you will be issued an invoice with the Registration Fee. Once this has been paid your child's place at the preschool will be **secured**. Welcome to Maple Tree Montessori International Preschool! :)

6

SUBMITTING THE REGISTRATION FORM

After paying the Registration Fee, we will ask you to fill in and submit our online Registration Form. It provides us with all the important information we need, like: dietary restrictions, approved adults for pick up, special needs, etc. Please make sure to submit this form before your child's first day at the preschool. Thank you!

- * Maple Tree Montessori International Preschool does not utilise specific academic entrance requirements. We accept students of varying academic ability and diverse learning styles. However, we cannot accept students who may be disruptive to the classroom or who will require excessive individual attention.
- * All new enrolments are conditional for the first 30 days a child attends Maple Tree Montessori. In the event the preschool becomes concerned that the placement is not in the best interest of the child or the classroom, conferences will be held between the Preschool Directress, the parents and the teacher. If the concern continues, the enrolment may be terminated. In such an event the parents shall be refunded 50% of the Registration Fee.