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Effective date: Feb. 16, 2023

## **Pacific Montessori Society Enrolment Policy**

### **1. Policy Statement**

Selkirk Montessori School is a B.C. Group 1 Independent School, providing a B.C. curriculum education for school-age children from kindergarten to Grade 8. Selkirk Montessori School also provides a two-year preschool experience in its pre-kindergarten and Casa programs. The school's educational program aims, within a Montessori environment, to prepare students for opportunities of life-long learning, and preparedness for secondary school.

### **2. Policy Rationale**

Our staff and number of students is generally small, and our school community is diverse, unique and closely connected. The process of admission to the school includes a specific set of steps that ensure that parents know as much about the school and the Montessori method as possible and that the school's administration and staff know as much about each child as possible. The school does not discriminate based on race, religion, ethnic or national origin in its admission practices or in any activities or school programs.

### **3. Considerations for Enrolment**

#### Preschool and Kindergarten Students – Ages 3 to 6 years old

- Pre-school children must be age three by December 31 (of the year of enrolment). Our program runs five days a week. We offer full-day and half-day options. We also offer before and after school care.
- The choice of a morning, afternoon, or full day spot will be considered but cannot be guaranteed, as balancing the classroom composition will be necessary to achieve optimum classroom conditions.
- Extended-day children must be age three before joining the program.

## Toileting

- At Selkirk Montessori School, we expect that all students coming to the school have completed toilet training. The child must be able to identify when they need to go, be able to use the bathroom independently (manage clothes, wiping, washing etc.) and return to the class.
- We recognize that three-year-olds and new children will require some extra support as they transition into this new environment. For this reason, we make adjustments to accommodate individual needs in September.
- Teachers are not permitted to assist with wiping. The teacher will verbally prompt the child on how to wipe themselves and facilitate any changing of clothes.
- If the child cannot adequately clean themselves, the parents/guardians will be called. Parents will be called to come to clean and change their child if they have a bowel movement in their clothes.
- If a pattern is identified (1-2 accidents a week), then a meeting with the family will be arranged to find a workable solution. In some cases, a schedule change may be required (i.e., a shortened day, or in some circumstances a delayed enrolment). Diapers and pull-ups are not suitable for this environment. Children must be ready to come in underwear.

## Family Commitment

- Ideally, families will show an understanding of and a commitment to the school's Montessori philosophy and the mission and values of the school and read and sign the Family Statement of Commitment.
- Families are encouraged to participate and contribute to the school community (attendance at school meetings, workshops and functions, support of school's vision, completing volunteer jobs, and adhering to the school's directives and policies).
- Consideration for admissions and re-enrolments apply for siblings of current re-enrolling students, those with previous Montessori experience, and children of staff members, provided they meet the criteria for age enrolment and bathroom requirements.
- Successful re-enrolment applicants will be notified in February of each year.
- Admission and re-enrolment are at the discretion of the school.

#### **4. Admission and Re-Enrolment Procedure**

Admissions and re-enrolment decisions are made by the school's administration and are based on the following general criteria:

- Enrolment forms and the non-refundable deposit must be received before the predetermined deadline to be considered for admission or re-enrolment the following year.
- Returning families who do not submit re-enrolment forms before the deadline will need to re-apply as a new student, which includes a new application form and non-refundable application fee and will be considered as .
- Once all re-enrolment applications are received, the school's administration and staff will conduct an evaluation of classroom dynamics and overall composition. Families should be aware that the school may not be able to accommodate families' requests for classroom placement.
- Our admissions and re-enrolment procedures take into account our ability to accommodate a particular student's needs as a factor when evaluating applicants for admission and re-enrolment.
- We have a 6-8-week probationary period for all new students to ensure that they are thriving in the Montessori environment. We will consult with parents during the probationary period should it become clear that any student is not benefiting from the school's program, or if the school is not the best program to meet his/her needs.
- Selkirk Montessori School does not accept requests for alternative program combinations. For example, partial home-schooling and in-classroom schooling. Admission to the school is strictly for in-classroom learning.

#### **5. Application Process**

Selkirk Montessori School strongly suggests families attend the school's annual open house in January if interested in learning more about the school and its programs.

The school also encourages prospective families to arrange to take a tour of the school. Tours can be set up by calling the school office and finding a suitable date and time for a visit.

To apply, families must complete the Expression of Interest form and submit it along with the non-refundable application fee.

Letters confirming an offer of admission will be sent by email with instructions on due dates for payment. When all spaces are allocated, remaining applicants will be placed on a waiting list and contacted when an opening becomes available within that school year. Applicants will be chosen based on the school's need to balance ages and student needs, amongst other considerations.

Please Note: Attending the school's open house, submitting an application form and fee and completing a tour does not guarantee the offer of a spot at Selkirk Montessori School.

Upon confirmation of admission, the school administration will arrange an interview time for your family. This will provide the opportunity for the administration to give families a more detailed overview of the school's programs, provide a copy of the school's handbook, discuss expectations and answer any questions the family might have at that time.

**6. Payment Policy – *please refer to Selkirk Montessori's Tuition Fees Policy***

**7. Students Not Attending Classes**

A student who attends classes for one or more days of a month is deemed to be enrolled for the whole month, unless otherwise agreed in advance, and tuition fees are due for the whole month.

A student who is not attending classes is deemed to be enrolled unless the Administrative Head receives written notification from the parents/caregivers that the student has been or will be withdrawn.

The end of enrolment will be deemed to be the end of the month in which notification is received, or the end of the month of the future date specified in the notification. Tuition fees are due for the whole month for either date.

**References:**

Selkirk Montessori Tuition Fees Policy

**Approved TBC**