

## **ENTRANCE POLICY**

Before any child is admitted to Alexander Graham Bell Montessori School (AGBMS), parents or guardians of the child must visit the school and observe in the class appropriate for the child. After this visit, the parents may wish to make an appointment for the child to visit the appropriate classroom. After the child visits the class, the directress of that class consults with the Administrator of the school to determine if this school would be an appropriate placement for the child. The school uses a set of guidelines in the admission of all students. The guidelines for acceptance into Children's House (classroom for ages 3-6) are as follows:

The directress observes the visiting child to see if the child is capable of completing a short task, displays adequate fine motor abilities, and is capable of success with a sample of basic Montessori materials. If the directress feels that the child would be happy and successful in the Montessori environment, the child is invited to join the class.

**All children are admitted on a six-week trial basis. At the end of the six-week period, the directress will contact the parents to discuss placement of the child in the program.**

Children who are siblings of present enrollees, or children who have been previously enrolled in a Montessori program are given priority in enrollment. We do not normally encourage parents from considering an Elementary placement for the child, if that child has not had the experience of the Montessori Children's House. However, we will consider an older child if the child meets the criterion for placement in the Elementary. (Ask for Elementary Guidelines Attachment). The Montessori directress, in consultation with the Administrator of the school, makes the final decision for placement for all children.

AGBMS does not discriminate on the basis of race, religion, or national origin.

Parents enrolling their children in a Montessori School should understand that the Montessori method of education is based on a three-year cycle. Believing that children learn at varying planes of development, and that these planes of development last approximately three years, Montessori educators develop an individualized learning program for each child that encompasses *the three-year developmental plane*. In light of this, parents are asked to make a three-year commitment to the school so that the child may experience the full benefit from the Montessori program. ***Because AGBMS is neither a day care center, nor a play school, we ask parents to seriously consider the three-year commitment in the best interest of their child's education.***

Enrollment for less than a full, five-day program is discouraged. The fee for Early Arrival/Late Departure Activity Program is not pro-rated. To complete the registration process, parents fill out a registration form, a child history, and a tuition agreement. The Illinois State Board of Education also requires a medical form that must be completed and signed by a physician. A non-refundable \$100.00 fee is required with this paper work.

Upon registration, a **\$500.00 non-refundable** deposit is due. Upon re-enrollment for the following school year this \$500.00 non-refundable deposit is automatically rolled over to meet the deposit requirements for the following school year. If child(ren) is/ are withdrawn before the end of the academic year, this deposit is forfeited. When an AGBMS student transitions out of AGBMS and meets certain \*criteria, the \$500 deposit will be applied to the last month's tuition for the current school year contract. The first month's tuition is due no later than July 28th (or upon enrollment for children who enroll subsequent to July 28th). Additional payments for Parent Association dues, American Montessori Association dues, and activity fees are due at the time of enrollment.

**\*Criteria to have \$500 deposit applied to last month of current school year's tuition when a child(ren) is/are transitioning out of AGBMS:**

- All tuition payments must have been paid by **Automatic deposit program.**
- All tuition payments must have been paid on time.
- A Montessori three (3) year cycle must have been completed (any 3 years).