

Application and Enrolment Policy



Montessori
ACADEMY OF LONDON

New Students

Application for Admission and Enrolment Confirmation is required for all new students.

1. Introductions and Application

Our goal is to enrol students who will thrive and meet their full potential in the Montessori education program. Attending a Montessori Information Session and School Tour is required as part of the application process and will assist in learning about the school, teaching methods, and the learning environment.

Interested families are asked to submit an Application Form online (APP-01) along with a \$110 non-refundable application fee, a copy of the child's birth certificate, as well as a copy of the child's most recent report card (if applicable). Applications for the upcoming school year are accepted on an ongoing basis.

For students applying at the elementary level, a student classroom visit will be arranged and an additional parent meeting will be scheduled.

Re-Enrolment for current students and their siblings is processed annually beginning in February and new student applications will subsequently be considered based on available space in the program.

2. Offer of Admission:

If we are able to offer your child Admission to Montessori Academy of London, you will receive an Offer of Admission. If you return the documents as outlined below within 10 business days of the Offer of Admission, your child will be enrolled into the program.

- a) Signed Confirmation of Enrolment Form (ACC-02)
- b) Payment of the Enrolment Deposit, which will be applied towards the Annual Tuition Fee
- c) Post-dated cheques for the balance of the school fees, in accordance with Plan A, B or C from the Annual Tuition Fee Schedule
*Please see our Fees Policy and Annual Tuition Fee Schedule for further details
- d) 'Getting to Know Your Child Better' Questionnaire
- e) Health Questionnaire
- f) Code of Ethics Affirmation
- g) Toddler and Casa only: A copy of current immunization records
- h) Permission Acknowledgements and Release of Information

*If the above documents are not received within 10 days, this Offer of Admission will be available to other applicants.

3. New Student Orientation and Class Placement

In May or as soon as available, you will receive notification outlining class placement and new student orientation details. Information to help you prepare for the start of the school year will be sent in August.

4. Limited Spaces – Wait Pool Policy

We are not always able to accommodate all applicants. Occasionally families of students at Montessori Academy of London notify us of their unforeseen withdrawal over the summer or during the school year. It is our practice to keep your Application on file for one year, in the event that we are able to offer your child admission. Please see the Parent Handbook, available on our website, for the full details of our wait pool policy.

Returning Students

Re-Enrolment is required for all returning students on an annual basis and is processed beginning in February.

1. Re-Enrolment

All returning students will be Re-Enrolled for the upcoming year provided that the following required documents are returned to the Registrar's Office by the Re-Enrolment deadline in February:

- a) Signed Confirmation of Re-Enrolment Form.
- b) Signed Code of Ethics Affirmation
- c) Enrolment Deposit of \$1,250 (please note that deposits paid by credit are \$1,250 + \$35 service fee).
- d) Post-dated cheque(s) as required for Plan A and B. Plan C requires a void cheque and completed pre-authorized payment form.
- e) Toddler and Casa only: Post-dated cheque(s) for Hot Lunch as required for Plan A and B.
Plan C Hot Lunch Fees may be included monthly.
- f) Updated student contact information. Please submit any changes as necessary on the Online Re-Enrolment Form.
- g) Permission Acknowledgements and Release of Information Form updated on the online Re-Enrolment form.
- h) Health Questionnaire or information included on the online Re-Enrolment form.

*Please see our Fees Policy and Annual Tuition Fee Schedule for further details.

2. Re-Enrolment Confirmation

Once Re-Enrolment documents are processed as outlined above, you will receive Enrolment Confirmation and a review of selected payment method.

Specific details about class placement for students moving up to a new level within the program will be sent in May or as soon as available. Information to assist you in preparing for the start of the school year is available in August.