



## POLICIES AND PROCEDURES FOR ADMISSIONS AND CONTINUING ENROLLMENT

### **ADMISSIONS POLICY**

#### Equal treatment

Mammolina aims to encourage applications from candidates with diverse backgrounds and nationalities; this enriches our community and is vital in preparing our children for today's world.

We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

#### Criteria for eligibility

Our classrooms are balanced by gender, spoken languages and age. Student selection includes many factors. Priority is given to siblings of children already enrolled, staff children, and then to transferring children with prior Montessori experience from a recognized school.

MMIS is committed to building long-term partnerships with families. This partnership works best when the parent beliefs and expectations are aligned with the Montessori philosophy.

We do not utilize specific academic entrance requirements. We accept students of varying academic ability and diverse learning styles. We are looking to nurture Montessori classes that reflect a range of abilities and interests. However, we do not accept students who potentially may be disruptive to the class or who will require excessive individual attention from staff members.

However, we have a wish and an obligation to ensure high standards of motivation, attitude to work, group interaction and behavior amongst our students and will endeavor to create classes that reflect this.

MMIS reserves the right to remove a student at any time if, in the sole judgment of the School, that student's conduct, progress, or influence on school is affecting other's well-being, academic progress, and/or integrity, as determined by the School's sole discretion.

MMIS reserves the right to ask a parent to withdraw his/her child if the parent becomes abusive to the staff or to other children, as determined by the School's sole discretion.

### Fluency in English / French / Spanish

In order to cope with the academic and social demands of primary education, children will normally be fluent English, French or Spanish speakers. For those whose skills are less developed, liaison between the school and home will ensure that appropriate plans are put in place to cater for the child and ensure that they are able to access the education on offer. Extracurricular classes in one of the vehicular languages at school may need to be provided to ensure their language skills are rapidly developed. Such lessons should be arranged at the parent's expense.

### Additional admission information for children requiring special accommodations.

All children are considered for admission to MMIS. As a small school, we do our best to accommodate every child, but if the needs of the child extend past the resources of the school, the family is asked to supplement the child's needs with external professional resources. Our admissions procedure takes into account our ability to accommodate particular students' needs without disruption to our program. Students who have needs that fall within our ability to reasonably accommodate them may be accepted with additional stipulations. MMIS is committed to providing accommodations provided that no significant changes to the program are required and that the child does not pose a risk to themselves or others.

For school-age students, parents must present a recent diagnostic assessment by qualified professionals which identifies the child's needs within a mainstream environment. Periodic assessments may also be required during the school year and prior to re-enrollment. During this time, a holistic assessment will be made by all involved personnel to determine the following:

- The child's progress in adjusting to the Montessori curriculum and classroom.
- Whether the environment supports the developmental needs of the child within Montessori philosophy.

## Special Educational Needs and Disabilities

The School has not an in-house learning support department, but will do all that is reasonable to accommodate the needs of applicants who have disabilities that, with reasonable accommodation, the School can adequately accommodate, provided the child has professional support, arranged at the parent's expense.

### **STEPS OF THE ADMISSION PROCEDURES:**

#### 1. Parent Meeting and School Tour

The first step in our admissions process is to make a reservation for a school tour with Cristina Cort, our School Director. This is an opportunity to observe the school in session and converse about the Montessori methods and principles our school follows, and enrollment possibilities. It will help families determine if MMIS is a school in which their child will thrive. All tours must be scheduled in advance.

#### 2. Submit Application and parents questionnaire

Once the tour is completed an application for admission and a request for transcripts form may be submitted.

Regarding the parents questionnaire and previous report, the focus of the teacher's questions will be about your child's personality and specific academic achievements. The information shared will assist our teachers in making the best classroom placement for your child.

3. Admission Decision. The Director and teacher will confer to determine the appropriateness of the enrollment based on the admissions criteria and the child's readiness, his potential for a positive interaction with the class and the family's commitment to the program. All decisions will be communicated by the Director.

The MMIS school year runs from September until June. MMIS has rolling admissions. Applications are taken throughout the year.

If there is not an immediate opening for a new student (or if a young child is not quite ready to start school) then his/her name is added to our wait pool.

Once a spot becomes available the family will be notified, and will be given three business days to respond before we move to the next family. If the spot offered is accepted, the family will have one week to complete a contract and pay all applicable fees.

### Enrollment requirements:

All students entering the Children's House program must be completely potty trained and able to dress independently. Children cannot be permitted to wear diapers or pull-ups while at school.

Children who do not have prior Montessori experience applying to the Primary program should have an inherent love to learn and proven ability to work and learn both independently and in group. Successful applicants can easily work well with other students and self-manage a high level of responsibility and freedom in the classroom.

Enrollment requires parents to submit the signed school contract, necessary emergency and medical forms as well as GDPRs and image consents.