

ENROLMENT POLICY

Date Revised	April 2020
Next Revision Date	April 2022
Authoriser	Principal

RATIONALE

As a School in the Montessori tradition and methodology, North-Eastern Montessori School is an inclusive and welcoming community committed to the nurturing of children from infancy to Year 6.

This Enrolment Policy aims to provide clear and consistent guidelines for the enrolment of students into the North-Eastern community. Please advise us if you have any language difficulties which might inhibit your understanding of this document and its contents.

EDUCATION AT NORTH-EASTERN

North-Eastern is a Montessori School and follows the teachings of Dr Maria Montessori. North-Eastern is open to all who are willing to commit to and support the philosophy, values and aims of the School.

North-Eastern actively seeks to engage families and carers as partners in their child's education and in the life of the School in an environment of co-responsibility and co-accountability.

STRUCTURE

Children remain with the same Teacher throughout each Cycle, allowing the development of a close rapport based on nurturing, and knowledge of the individual. It is the building of these long term relationships which engender the family atmosphere and community of our School. Montessori classrooms are multi-age allowing for peer role modelling and socialisation with children in a similar stage of social, emotional and academic development.

Toddler Community

A long day-care service providing education to children aged 15 months until the age of 3. Children work with trained Montessori educators specialising in the 0-3yrs stage of development.

Cycle 1

3 year old & 4 year old Kindergarten and Foundation led by a qualified Early Childhood & Primary Teacher with the assistance of an additional educator. Kindergarten students have access to specialist teachers for Music, Art and Chinese – Mandarin. Foundation students, in addition to these specialist subjects, have Physical Education & Sport with a specialist teacher. Cycle 1 children are also offered the opportunity to study Voice or Piano with a Private Instrumental Teacher.

Cycle 2

Year 1, Year 2 & Year 3 children led by a qualified Primary Teacher with some assistance from an education support staff member.

Cycle 3

Year 4, Year 5 and Year 6 students led by a qualified Primary Teacher with some assistance from an education support staff member

All Cycle 2 & 3 students are taught Music, Art, Physical Education and Chinese – Mandarin by specialist teachers. Private Instrumental lessons are offered for a range of instruments from Year 3 upwards. Children in Year 1 and Year 2 may audition for Private Instrumental lessons for instruments other than Piano and Voice.

ENROLMENT PROCEDURES

Tours of the School to see our community at work are conducted periodically as indicated on our website. Prospective families are encouraged to tour the School prior to making an application for enrolment. All enrolment enquiries are directed to the Registrar.

Step 1 An Enrolment Application Form, including the payment of \$150 application fee, is submitted with the child's Birth Certificate and Immunisation History from MyGov, along with the supporting documentation including School and Medical Reports. All information gathered will be maintained according to the Privacy Act 2000.

Step 2 An interview is arranged with the Principal or with the relevant staff

Step 3 An Enrolment Offer is made by the School and the Acceptance of Offer is finalised with payment of fees and bond (please refer to the Fees Schedule), as well as any Action Plans for Medical Care required.

FEES AND LEVIES

All School fees are payable at least seven days in advance of the commencement of the enrolment for the scheduled term ahead. Enrolment will be withheld until all due fees are paid in advance.

Continued non-payment of fees and levies will lead to the suspension of the enrolment, until such time that all fees and levies are paid. Continued non-payment of fees and levies will necessitate the termination of the enrolment. At this point, the School reserves the right to hand over collection of outstanding fees to a registered debt collection agency.

The School offers a number of methods for paying fees to reduce any financial burden and to assist financial planning.

School fees and levies for additional tuition in Music are contained in the Enrolment Package. Where arrangements are made by families to pay School fees for the entire year in advance, a 3% reduction in fees will be made. This deduction would apply to each enrolment, where more than one child is to be enrolled.

Two weeks' notice is applicable for a request to alter days or a reduction in days. A modification to days is only applicable according to availability. These requests must be sent in writing to the Registrar.

WITHDRAWAL NOTIFICATION

One (1) month's cancellation notice for Toddler Community and one (1) term's notice (wholly within a term) for Cycle 1,2,3 is required in writing to the Principal and to the Registrar when withdrawing a child. If a family fails to provide this notice, fees will be charged in lieu of notice. This applies to a child leaving at any point in time.

CODE OF CONDUCT

Our community aspires to peace and harmony in our daily life. We have a zero tolerance policy towards harassment in any form. All families are expected to follow the School's policies and procedures, including the Code of Conduct.

Related Policies & Legislation

North-Eastern's enrolment procedures comply with all relevant legislation including the Equal Opportunity Act 1996 (Vic), the Disability Discrimination Act 1992 and Disability Standards for Education 2005.

Referenced Policies:

Code of Conduct

Fee Schedule