

_____ M F
 SURNAME OF CHILD FIRST NAME MIDDLE NAME(S)

CHILD PREFERS TO BE CALLED (IF DIFFERENT THAN ABOVE) DATE OF BIRTH: YEAR MONTH DAY CITIZENSHIP

ADDRESS CITY POSTAL CODE HOME PHONE

LAST SCHOOL ATTENDED CITY LAST GRADE ATTENDED

Has your child received a **Special Education Designation**? Yes No If Yes, please ask for our Special Education Handbook.

Has your child received **Learning Assistance** Yes No

Has your child had a psycho-educational assessment? Yes No If Yes, please bring the assessment to the school tour.

****ANY ASSESSMENTS DONE AFTER THIS REGISTRATION DATE MUST BE COMMUNICATED TO THE OFFICE**

Do you give permission for the Principal to contact your child's current school to discuss his/her progress? Yes No

NAME OF MOTHER OR GUARDIAN EMAIL CELL PHONE

OCCUPATION HOME PHONE (IF DIFFERENT THAN ABOVE)

NAME OF FATHER OR GUARDIAN EMAIL CELL PHONE

OCCUPATION HOME PHONE (IF DIFFERENT THAN ABOVE)

NAME OF SIBLING AGE SCHOOL ATTENDING

NAME OF SIBLING AGE SCHOOL ATTENDING

Is any member of the applicant's family a current or former Maria Montessori Academy student? Yes No

If yes, please note name of family member and relationship to applicant:

BC CARE CARD # _____

ADMISSION DATE REQUESTED

LEGAL RESIDENCY OF PARENT

To be completed and signed by a parent or legal (court appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.

1. (LAWFULLY ADMITTED INTO CANADA) I AM, (PLEASE X ONE):

- A Canadian citizen (if not born in Canada, please attach photocopy of citizenship paper/card)
- A landed immigrant (attach photocopy of landed immigrant status paper)
- Lawfully admitted to Canada under one of the following documents
(please mark the appropriate box below and attach photocopy of document):
 - Admission as a refugee claimant
 - A person claiming refugee status who has a letter of no objection
 - Student authorization (student visa) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
 - Employment authorization (working permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
 - A person carrying out official duties as a diplomatic or consular official (with a foreign representative acceptance counter foil in his/her passport)
 - Other - document description: **(must be cleared with Citizenship & Immigration Canada)** _____

2. (RESIDENCY IN BRITISH COLUMBIA) I AM A RESIDENT OF BRITISH COLUMBIA (PLEASE X ONE):

- Yes Residency address: _____
- No I am not a resident of British Columbia

3. CONFIRMING SIGNATURE:

PARENT'S/LEGAL GUARDIAN'S PRINTED NAME: _____

PARENT'S/LEGAL GUARDIAN'S SIGNATURE: _____ **DATE :** _____

Please enclose with this application a non-refundable fee of: \$100.00 for the 1st child in a family / \$75.00 for the 2nd child / \$25.00 for the 3rd + child

Please make cheques payable to Maria Montessori Academy

Please provide originals for us to copy (please do not mail your original documents):

Birth Certificate Immunization Record/Waiver Two most recent report cards (if applicable)

Admissions Policy:

Siblings of current MMA Students receive first priority. Priority may be given to applicants with prior Montessori Education.
Classroom balance of ages and gender supersede date applied. All admissions are left to the Principal's discretion.

Information on this form is collected by Maria Montessori Academy, which is run by the International Association of Progressive Montessorians (IAPM). This information will be used for processing applications for student placement and will be protected under the Freedom and Information and Protection of Privacy Act. Questions about the collection and use of information should be directed to the Principal or the Office Administrator of Maria Montessori Academy.

FOR OFFICE USE ONLY

Date of Tour: _____ Date Principal Met Student: _____

Date registration received and fee paid _____ Fee _____

Elementary Students & Up Dates of Class Visits 1. _____ 2. _____ 3. _____



Student's Full Name: _____

Parent's Name: _____

Student's Birthdate: _____

School Year Applying for: _____

PROGRAMS	1 st or 2 nd Choice	TIMES	CLASSROOMS	2018-2019	2018-2019
				Total Monthly Fees 10 Month June 2018 & Sept. 2018 to May 2019	Total Monthly Fees 12 Month June 2018 to May 2019
1/2 Day Morning (age 3 & 4 years)		8:30 am to 12:00 pm Monday to Friday	Bluebell	\$632.43	\$527.02
1/2 Day Afternoon (age 3 & 4 years)		1:00 pm to 3:00 pm Monday to Friday	Bluebell	\$421.24	\$351.03
Full Day (age 3 & 4 years)		8:30 am-3:00 pm Monday to Friday	Sunflower / Bluebell / Lavender Room choices based on availability	\$1,013.93	\$844.94
Full Day Kindergarten (Age 5 years)		8:30 am to 3:00 pm Monday to Friday	Kindergarten	\$783.20	\$652.67
Grades 1 to 3 (Age 6 to 8 years)		8:30 am to 3:00 pm Monday to Friday	Elementary	\$784.70	\$653.92
Grades 4 to 6 (Age 9 to 11 years)		8:30 am to 3:00 pm Monday to Friday	Elementary	\$794.20	\$661.84
Grades 7 & 8 (Age 12 & 13 years)		8:30 am to 3:00 pm Monday to Friday	Middle School	\$874.76	\$728.97
Grade 9 to 12 (Age 14 + years)		8:30 am to 3:00 pm Monday to Friday	Senior School	\$891.69	\$743.08

Out of School Care			
Drop In Out of School Care	7:30 am to 8:30 am 3:00 pm to 5:30 pm	Ages 3 to 12	\$6.25 per hour

Upon student's placement, one month's tuition, applied to June of the next scholastic year is payable and non-refundable
Tuition discounts apply only to the tuition portion of the monthly payments for siblings:
15% for the second child and 30% for subsequent children concurrently attending MMA.

Total Fees

The above Fee Schedule includes Monthly Tuition, Supply Fee, Debt Retirement Fee, Field Trip Fee (Kindergarten to Gr. 12 only), Graduation Fee (Gr. 7 – 12 only) and the Student Enrichment Fee of \$110.00 will be charged per family, per year.
(The Student Enrichment Fee will be used to supplement school programs, activities and equipment.)

Parent Signature

Date

Application Fee

The Application Fee is a one-time fee of \$100.00 (\$75.00 for second and \$25.00 for subsequent children).

Please note, this Application Fee is non-refundable.

Preschool and Kindergarten

*As part of the application process parents (and child) must make an appointment to tour the school during school hours and meet with the Principal/Vice Principal. A parent wishing to have their child attend the Academy, must hand in a completed application form accompanied by the non-refundable application fee. Upon receipt of these two items, the child's name is put in the wait pool for the requested enrollment date but submission of form and fee does not guarantee placement. The Administrative Assistant functioning as Registrar maintains the wait pool. Preference is given to siblings of children **presently** in the school.*

Licensing requires us to maintain specific staff to child ratios. Generally, each Preschool/Kindergarten is licensed for 16 spaces with 8 spaces for Kindergarten and the other 8 are for 3 and 4 year olds. Other factors taken into consideration are age, gender, previous Montessori experience, commitment to the Preschool to High School Montessori journey, and date of application.

Once a potential opening is available any child who was registered one year prior to the placement date is required to have a follow-up meeting with the Principal prior to final acceptance.

We make every effort to be fair in the application process.

**** Please note that children must be *fully toilet trained* before entrance into school and demonstrate readiness to cope with being separated from parents.**

Lower and Upper Elementary (Grades 1 to 6)

As part of the application process parents and the student must make an appointment to tour the school during school hours and meet with the Principal/Vice Principal.

After the tour, any parent wishing to have their child attend the Academy, must hand in a completed application form accompanied by the non-refundable application fee.

Montessori education is quite different from traditional methods of education. Therefore, students wishing to enter Maria Montessori Academy for the first time in the elementary level are required to have a minimum of 2 full day visits in selected classrooms. Visits in selected classrooms do not guarantee placement in any particular classroom.

After consultation with the teachers, other relevant staff and/or parents the Principal will ascertain whether the student and Maria Montessori Academy are a compatible match. Students applying during the summer months or by prior agreement *have not been able to do a class visit will be required to fulfill a one-month probationary period.*

Preference is given to siblings of children **presently** in the school. Other factors taken into consideration for placement are previous Montessori experience, commitment to the Preschool to High School Montessori journey, balancing of genders and ages in classroom and date of application. We make every effort to be fair in the application process.

Senior School (Middle School - Gr. 7 to 8 and High School - Gr. 9 to 12)

As part of the application process parents and the student must make an appointment to meet with The Principal/Vice Principal and tour the school during school hours.

After the tour, any parent wishing to have their child attend the Academy, must hand in a completed application form accompanied by the non-refundable application fee.

Montessori education is quite different from traditional methods of education. Therefore, students wishing to enter Maria Montessori Academy for the first time at the Senior School level are required to have a minimum of 2 full day visits. After consultation with the teachers, other relevant staff and/or parents, the Principal will ascertain whether the student and Maria Montessori Academy are a compatible match. Students applying during the summer months or by prior agreement *have not been able to do a class visit will be required to fulfill a one-month probationary period.*

Factors taken into consideration for placement are previous Montessori experience, commitment to the Preschool to High School Montessori journey, balancing of genders and ages in classroom and date of application. We make every effort to be fair in the application process.

APPLICATION POLICY

A) Siblings of children already in attendance at MMA are given first priority.

B) In January/February re-enrollment of children already in attendance at MMA is determined for the up-coming school year. All parents wishing their child to return the following fall must pay a non-refundable deposit to hold their child's spot. This **non-refundable** deposit is deducted from the JUNE tuition for the following calendar year.

C) Subject to the qualifications previously outlined, spots are filled when vacancies for the next school year become available. These policies may occasionally vary to achieve a balance of ages and genders in a preschool class as well as taking into consideration balancing Special Needs, Learning Disabilities and ESL at all levels. Factors also taken into consideration for placement are previous Montessori experience, commitment to the Preschool to High School Montessori journey, and date of application.

June 1st - Parents of new children must pay, upon acceptance, one month's fees, which are **non-refundable**. Returning students, must pay, by June 1st, one month's fees in advance, less the \$250 deposit (previously paid). These fees for new and returning students, are credited to the June tuition of the upcoming school year and are **non-refundable**. Tuition fees for the September to May portion of the school year will be required to be processed through Electronic Funds Transfer (EFT). Paper work relevant to the EFT processing must be completed by the requested due date as well as the signed **Parent Enrollment Agreement**.

Notice of Withdrawal

Pupils are expected to be enrolled for the entire school year. **Two full calendar months' written notice** is required for withdrawal of a student during the school year. Parents are responsible for the tuition fees until the end of the two-month period. (*This policy applies after the June 1st payment is made for the following school year.*) *Example: If a student enrolls and pays the June fees then withdraws during the summer months of July or August the parent is responsible for the September and October tuition payments.*) The June pre-payment still remains non-refundable.

Absences

As a Group 1 classified Independent School we must account for all absences of students in Kindergarten and above. If your child is absent, you must send an e-mail with the reason for every absence.

If you are planning an **extended absence** it is essential that you let the school know beforehand. The students in Kindergarten and up must do some kind of educational presentation (ET) to the class about their trip or their absent days will not be counted in grant calculations. Should the school lose grant money due to extended unexcused absences the parents are responsible for the difference.

The Ministry of Education will accept the following reasons for absences:

Excused Absence: illness, doctor, dentist, specialist appointments, religious holiday, and inclement weather. Sick days for more than 3 days should be accompanied by a doctor's note when the child returns.

Educational Trip (ET): If your child (in Kindergarten or higher) is absent due to a family holiday it can be classified as an education trip only if you supply a journal or scrapbook for the days they have missed as well as a class presentation. Please give the journal or scrapbook to your child's teacher upon return to school. Please note: Family holidays not classified as Educational Trips will count as unexcused student absences.

Outstanding Tuition

If tuition fees are not current this matter will be brought to the attention of the Principal and/or Board of Directors. Students will not be permitted to attend the following term unless the matter is dealt with to the satisfaction of the Principal and/or the Board of Directors.

SPECIAL EDUCATION ADMISSIONS POLICY

Admission of students with special needs is subject to all the policies and procedures that apply to other students as well as to the policies and procedures outlined in the Special Education Handbook. (Available from the office)

GENERAL INFORMATION

Student enrollment is for September through June. Tuition is payable monthly or yearly, with a 2% discount for a year's tuition portion paid in full by September 1 (**Please note the 2% discount does not apply to the Assessment Fees**).

A 15% reduction on tuition fees is made for the second child and a 30% reduction for subsequent children concurrently attending the Academy.

No reduction of fees can be made by the School for absences, withdrawal or dismissal. Parents are required to give advance notice when extended trips are planned. If education grants are lost because of a child's extended absence, those amounts will be added to the school fees. Refunds will not be given if the school is closed for less than three days for safety and/or emergency reasons. ***Two full calendar months' written notice of withdrawal or the corresponding tuition is required as is outlined in the Withdrawal Policy.***

Although we wish to keep school fees as low as possible, parents should calculate a yearly increase of 1.5-3% depending on circumstances. Tuition in Montessori schools may be higher than other schools because of the extensive materials, encompassing environment, curriculum and trained staff. To give your children the finest possible experience in their most sensitive years is to give them a strong foundation throughout their life. Consolidation of factual information, skills and good work habits is pertinent in the elementary school years and fosters the love of independent learning. Children who enjoy learning and become self-directed at these critical years will benefit through all their years of learning. "Learning is for Life"

Attendance: Children are to be brought to school no sooner than 10 minutes before class and picked up promptly after class otherwise a fee may be charged per half hour or part thereof for extra time. Preschoolers must be signed in and out. The School must be informed if anyone other than parents or their authorized substitutes will be picking up children.

Parent/Teacher Relations: Open communication is stressed and teachers are available to discuss the progress and welfare of the children. However, it is important that teachers on duty should not be distracted from their attention to the children in order to attend to parents. Pertinent information for the day can be handed to the teacher by way of a written note. Parents will be kept informed about their children's activities and progress through a combination of Parent/Teacher Talks, written reports, or orientation visits as scheduled on the school calendar.

Uniforms: Uniforms (*Cambridge & Co only*) and black shoes (*not runners*) are compulsory at all levels of the School. Details about uniforms are available in the school office. All items must be clearly labeled with your child's full name. Appropriate clothing (raincoat, muddy buddy, boots, hat, mitts, etc.) for cold and/or wet weather must also be provided and available at school.

Life Threatening Allergies: These situations should be discussed with the Principal prior to application to ensure that we can provide for your child's specific requirements.

ADDITIONAL FEES

School Supply Fee: The school supply fee is due every June 1st for the following school year. The fees are as follows:

AM/PM Preschool \$85.00

Full Day Preschool \$145.00

Kindergarten to 6 \$160.00

Middle School \$175.00

High School \$195.00

Annual Assessments: A portion of the **Debt Retirement Assessment (DRA – A & B)** are calculated into the monthly tuition payments. (*Full Day: \$45 per month, Half Day: \$25 per month*)

Each assessment is per child per year. *Tuition sibling discounts apply only to the tuition portion*

Please note: If paying your child's tuition in full for the 2% discount does not apply to either of the Assessment Fees.

Student Enrichment Fee: The Student Enrichment Fee is required of each family and is submitted during the previous June as an automatic debit for October 1st of each school year. This mandatory fee (*\$110.00 per family*) will be used to supplement school programs, activities and/or equipment.

Field Trip Fees: The annual Field Trip Fees included in the monthly fees are as follows:

Kindergarten \$55.00

Lower Elementary (Gr. 1 to 3) \$70.00

Upper Elementary (Gr. 4 to 6) \$165.00

Middle/High School (Gr. 7 to 12) \$1055.00

Graduation Fee: A Graduation Fee of \$40 beginning in Grade 7 and ending in Grade 12, is also calculated into the monthly fees.

School for Today's Child



“In the Montessori Prepared Environment, a child acquires that equilibrium which is known, at the physical level as good health; at the intellectual level as ability to concentrate; at the moral level as self-control; and at the spiritual level as a sense of conscience and responsibility.”

Maria Montessori

“Montessori education fosters the utmost development of the child’s physical, emotional, intellectual and spiritual potential, so that each one may have life and have it more abundantly.”

Angela Martin – founder of Maria Montessori Academy

Who operates the School?

The International Association of Progressive Montessorians, (IAPM) a non-profit society in B.C. and a Federally registered charitable organization governs the school through its board.

Faculty

A dedicated staff, qualified with Montessori and Provincial Certificates form a team of caring guides for the children in each area.

Dress Uniform

A smart, but simple uniform is worn by the children in all levels. The uniform must be purchased from our supplier.

Programs

Classes are organized in family or mixed age groupings. The prescribed learning outcomes of the B.C. educational curriculum are fulfilled within the Montessori environment. The Montessori Curriculum is enriched with specialty teachers in Music, French, Art and Physical Education.

School Hours - Monday to Friday

3/4 yrs. Morning	8:30 am	to 12:00pm
3/4 yrs. Afternoon	1:00 pm	to 3:00 pm
3/4 yrs. Full Day	8:30 am	to 3:00 pm
Full Day K	8:30 am	to 3:00 pm
Grade 1-12	8:30 am	to 3:00 pm

Out of School Care

Out of school care is available for children 3 to 12 years from 7:30 to 8:30 am and 3:00 to 5:30 pm on a drop-in basis. Fees are \$6.25 per hour and are billed monthly as per use.

Preschool: The four areas of the classroom

Exercises of Practical Life develop independence, and self confidence as well as the ability to move and act with grace and courtesy. Positive self-awareness with an attitude of love in caring for the world and learning are fostered through interaction in this area.

Sensorial Materials awaken each sense for development and refinement. Beautifully designed materials allure the child to consistently exercise isolated senses, thus enhancing their ability to be an accurate collector of information.

Mathematical Materials develop the natural tendency to calculate. Manipulation of concrete materials lay the foundation of knowledge needed for abstract mathematical work in the decimal system.

Language Materials presented in pleasing and satisfying order lead the child into the joyous ability to read. Initial phonetic skills are added to, incorporating; sight rules, games teaching grammar and creative writing and the appreciation of prose and poetry. "The keys to the cultural subjects" are provided, i.e. exploration of the world of knowledge, thus Botany, Zoology, Geography, Geology and Astronomy is opened up.

Elementary Level (Grades 1 to 6) (ages 6 – 11)

The child has a great capacity to learn consciously and deliberately, to reason and to memorize. This is the time to give the rudiments of advanced disciplines: higher math, geometry, chemistry, physical and biological sciences, grammar and syntax. During this phase spiritual awareness, an understanding of God and conscience grow. Interactions with friends and the ever widening horizons of the child's world are very stimulating. Classifications, sequences, consequences and applying knowledge to specific tasks provide these children with wonderful sources of experiential learning. They need to know the reason for things. Previously, learning was accomplished through concrete, sensorial interaction, but is now done through imaginative intelligence. To confine the child to abstract or textbook learning is to block the way to self-discovery and the unfolding of "potentialities", thereby extinguishing the flame, the genius within. The adults' role is to direct the child's natural energies, to guide, not to judge; then to show the way towards the freedom in expressing one's own blueprint. The adult is the "way-shower" and must become, in a sense, as a child. This necessitates relinquishment of the position of authority to become the servant to the soul. Under the guidance of Montessori trained teachers, the elementary child has the opportunity for developing personal responsibility in setting learning objectives and the criteria for meeting them. Regular French and Music classes, plus weekly Library and Art project times are integral to the program.

Middle School (Grades 7 & 8) (ages 12 – 13)

The Middle School years are important as the emerging adolescent leaves behind the childhood years. Maria Montessori believed that it was crucial to incorporate the specific characteristics of adolescence into the development of the educational program being offered to this age group. Therefore, the Middle School program is structured quite differently from the previous Montessori experiences in all aspects including the physical environment, work cycles, physical activity, work and social expectations. The work done in the preschool and elementary years provides a firm foundation in the Middle School as the adolescent searches for his place in the world.

Senior School (Grades 9 to 12) (ages 14+)

In Senior School the rapid growth of adolescence is slowing and Montessori encouraged the development of a more rigorous intellectual schedule, combined with community service and apprenticeships in the work world.

Montessori Education - Brief Outline

The basis of the Montessori educational theory shows concern for the development of the whole child. The physical, mental, emotional, social, and spiritual development of the child is intertwined. Development in one area influences and supports the other areas. It is not beneficial to focus on the development of one aspect in isolation. The focus is on developing the whole child into a well-rounded human being who would become a contributing member of society. Montessori believed that the child was not a blank slate which the teacher fills with information. The child is the result of an unfolding spiritual embryo which, nurtured in the proper environment, develops to an optimal state. The child has potentials but needs the proper surrounding in order for the potentialities to develop to the fullest.

The adult, or direct/or/ress, is there to guide and facilitate the child's natural growth by providing for the child's needs. Maria Montessori, through her research, discovered that the child from birth moves through a series of sensitive periods. When these sensitive periods are recognized and the child is given opportunities to satisfy their innate needs the child is able to develop to the optimum. It is also through this process that the child will develop self-confidence reflected in the child's level of inner discipline, increased power of concentration, a desire to explore and discover and a love of learning. A direct/or/ress is only one element of the Montessori theory. The other two elements are the child and the prepared environment. The direct/or/ress' role within this three way relationship is one that includes the following aspects: **role-model**, the actions of the teacher are immediately reflected in the actions of the child; **stimulator**, to maintain the child's interest and keep the child growing and developing; **communicator**, through actions and a minimum of verbalization; **observer**, to be able to ascertain the child's development and needs; **programmer**, to use the observations made to make the match between the child and the environment; and **custodian**, maintenance of the environment to keep it in good order, fresh and stimulating.

The child at ages 6 - 12 has a great capacity to learn consciously and deliberately and also to think and to memorize. This is the time to give the rudiments of the advanced disciplines of higher math, geometry, chemistry, physical and biological sciences, grammar and syntax, for at this time mental energies are clamoring for activity. By the time puberty is reached and adolescence is at hand, these energies will shift and centre around the activities of the endocrine glands to effect biological changes. Mental capacities will taper off and disciplines of the mind will temporarily be set aside. This is not the time for academic curricula.

The period from 6 - 12 years is the opportune time to feed the flame within the child and manifest his God-given potential. Activities involving relationships with the environment such as interacting with friends and the exploration of the ever-widening surroundings are very stimulating. Classifications, sequences, and discovering the order in the natural laws provide these children with wonderful sources of experiential learning. They need to know the reason for things. In their years before six, they learned through sensorial exploration, now up to 12 years of age, they learn through imaginative intelligence. To confine the child to abstract or textbook learning is to block the way to self-discovery and the unfolding of "potentialities", thereby extinguishing the Flame, the genius within.

The role of the adult is to direct the child's natural energies rather than to teach; to guide rather than to judge; then to show the way towards the freedom in expressing one's own blueprint. In order to do this, there is a learning process required of the would-be direct/or/ress. This process is two-pronged. One part is technical in character and it is the purpose of their training to provide the media for this teaching methodology.

However, the second and more sensitive part is spiritual in nature. It consists in learning selflessness in order to appreciate and gather all the delicate manifestations of the unfolding life in the child's soul. This requires a spiritual transformation which can only be achieved by each Montessori direct/or/ress.

We must learn to accept that we are not the child's teacher, but only the "way-shower". By becoming a child, one relinquishes the position of authority and becomes the Servant to the Soul. In the end, the child elevates the adult.