



**MONTESSORI@Howick Primary**

individuals ~ learning ~ growing ~ together

## ENROLMENT - APPLICATION PROCESS

### Who can apply

Montessori @ Howick Primary welcomes applications from children attending a Montessori preschool in New Zealand or overseas. Transfer from another Montessori primary school is also possible (subject to availability of class places). Children commence at the school at age 6. Our contact details are on the Contact Us page of the website.

### Registration of interest form

It is important to place your child's name on the waiting list as early as possible by completing the registration of interest form. Once you are on the waiting list we will keep in contact with you (mostly by email) and will send you copies of our newsletters and invitations to family and educational events, as well as a copy of our information and enrolment booklet.

### Enrolment application form

Take time to read the information and enrolment booklet and ensure that you read the eligibility criteria for enrolment. Then once you are ready to apply, complete the enrolment application form. Please take note of the enrolment timelines. Prior to the offer of a place, all prospective parents are invited to meet with the Trust and Teachers and your child's readiness to move to primary will be reviewed by the Teachers at one or more school visits. Places in the Montessori unit are limited and applications will be considered on a fair and equitable basis.

### Family commitment

Parents need to show an understanding of the Montessori philosophy and teaching methodology and demonstrate a commitment to support the programme. Montessori education is most effective where this understanding and support occurs. Additionally parents must be willing to be actively involved and support Trust initiatives, fundraising ventures, working bees, parent education evenings and social events. Parents are asked to complete a Parent Assistance Form, where they are also able to indicate their own particular skills and preference for areas they would like to assist with.

### Eligibility criteria

- Where possible, your child has been placed on the waiting list at least 2 years prior to their expected start date. A registration of interest form must have been submitted.
- Your child has at least two years Montessori preschool experience.



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### Eligibility criteria - continued

- Your child will start at Montessori @ Howick Primary at age 6. An earlier start date can be requested. The teachers will review a child's readiness to move from preschool to primary, however most children will start at age 6. This review is in the form of one or more school visits.
- Your child has built up his/her pre school sessions, so that by 4 ½ s/he is attending 5 half days and by 5 years old s/he is attending at 5 full days per week.
- It is preferable that your child has stayed in the Montessori system prior to entering Montessori Primary school (i.e. has not been to a mainstream primary school after leaving a Montessori preschool). Each application will be considered by the Trust and the Teachers on an individual basis.
- Parents have completed the enrolment application form and paid the \$50.00 application fee.
- Parents and their child have met with the Trust and the Teachers and demonstrated an understanding and support for the Montessori programme.
- Parents have indicated an enthusiasm and willingness to assist the Trust on a voluntary basis.
- Parents have signed a contract for services which details payments and conditions of attendance at Montessori @ Howick Primary.
- Prior to their child starting school, parents have paid the initial donation of \$1,125.00, a bond of \$660.00 and they must have commenced their automatic payment for school resource contributions (at least 2 weeks prior to their child starting school).
- The ability of the Trust to make places available for siblings.
- All placements are at the discretion of the Trust.

### Enrolment timelines

It is expected that parents would submit a registration of interest form by the time their child turns 4. This gives the prospective family time to learn more about Montessori @ Howick Primary and about Montessori education. An enrolment application form should be submitted prior to or by the child's 5<sup>th</sup> birthday. Contracts and payments are completed and commenced in the term prior to the child starting school.

### Contract for Services

Once your child has been accepted at Howick @ Montessori Primary you will be required to sign a contract for services which details payments and conditions of attendance at Montessori @ Howick Primary. Every place in the Montessori unit is reviewed at the end of each year and is dependent on adherence to the contract for services.