



ADMISSION POLICY AND REGISTRATION PROCEDURES

2009/2010 Academic Year

Procedures:

We are looking forward to showing you all around our campus; sharing information; and getting to know you better during the application process. Below is a description of the steps necessary to apply to Omni Montessori School

STEP 1 Parent Meeting and School Tour

The first step in our admissions process is to make an appointment for a parent meeting and school tour with Lorraine Clark, Our Admissions Director. This is an opportunity to converse about your child; the Montessori methods and principles our school follows and enrollment possibilities. It will help both parties determine if Omni is a school in which your child will thrive. All tours must be scheduled in advance.

STEP 2 Classroom Observation

We request that at least one parent observe a class in session as they consider our school. The 30 minute observation can be done the same day as the meeting and tour. Or, if you prefer, you may call the office to schedule for a different day. Observations are held between 9 and 10:00 a.m. on Mondays, Wednesdays and Thursdays.

STEP 3 Submit Application

Once the parent meeting, tour, and observation are completed an application and a request for transcripts form may be submitted with a \$50 non-refundable fee.

STEP 4 Parent /Teacher Meeting

The teachers will share with you the current curriculum and details of the classroom. The focus of their 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. (Note: This is not a necessary step for children entering our primary program.)

STEP 5 Child interview/visit

Upon receipt of the application a child interview will be scheduled. The interview fee of \$50 must be paid in advance by cash or check.

Ages 3 - 5 (Primary Program) - Your child will be invited by a teacher to visit a classroom for about 30 minutes. During the visit the teacher will interact with your child, teach a lesson and carefully observe your child. He/she is looking for signs that the child is ready to learn. Does your child separate easily from you? ...follow simple directions? ...express needs and feelings easily? ...Possess the self control to wait his/her turn?

Elementary and Adolescent students - The child is invited to visit a classroom for a day or two. An evaluation/screening with a learning specialist may be requested to determine the appropriate placement for the child. The teachers will observe your child's social interactions and assess how well they are suited for learning in a Montessori environment.

STEP 6

The admissions director and teachers will confer to determine the appropriateness of the enrollment based on 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 Admissions office.

Admissions Policies:

Children are enrolled without regard to racial, religious, national or ethnic background.

Our school year runs from August until June. Omni has rolling admissions. Applications are taken throughout the year.

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

Our wait list:

If there is not an immediate opening for a new student or if a young child is not quite ready to start school their name is added to our wait list. Our classrooms, are kept balanced by gender and age. First priority is given to siblings of children already enrolled, staff children, and then to transferring children with prior Montessori experience.

Enrollment requirements:

Enrollment requires parents to submit necessary emergency and medical forms as well as any records and in some cases, current work from previous schools.

All children age five and older must have current immunization records on file at the school.

All enrollments are conditional for the first eight weeks a child attends Omni Montessori School. In the event the school becomes concerned that the placement is not in the best interest of the child or the classroom, conferences will be held with the Head of School, the parents and the teacher. If the concern continues the enrollment may be terminated. Tuition (less the registration deposit) will be prorated, and may be refunded at the sole discretion of the School.