

ADMISSIONS AND ENROLLMENT/RE-ENROLLMENT PROCEDURES

- 1) *Inquiry*: Parents of prospective students are encouraged to call the school for an appointment to visit the school, observe a class and discuss the program with the Head of School.
- 2) *Application*: The completed application and **non-refundable application fee** to reserve a place on the waiting list must be returned. When vacancies occur, INTERVIEWS will be scheduled. Placement of children is done according to following considerations:
 - A) Sibling in School
 - B) Original Date of Application
 - C) Past Montessori Experience
 - D) Need of an Individual Class to maintain a balance relating to Gender and Age Distribution
 - E) Student Interview
- 3) *Interview*: The parent will be asked to bring the child/adolescent to attend an interview to determine the child/adolescent's readiness for school or placement in the curriculum, to familiarize the child/adolescent with the school, and to establish a mutual understanding between the school and family. The child/adolescent may be invited to visit the class, to help ensure a good match between student and class.
- 4) *Enrollment/Re-enrollment*: Parents will be issued an Enrollment Agreement outlining complete tuition information. The signed and returned agreement with the applicable fees and form will secure the child's place in the school. Returning students re-enrollment applications must be accompanied by a Re-enrollment Payment.
- 5) *Enrollment Policies*: The school requires a Medical Report and Immunization Record for each child upon initial enrollment as well as updated annually. **When a student is brought to the school, he or she must be left in the presence of a staff member.** The student will be released only to the parent or the person designated by the parent. The **school reserves the right** to terminate the attendance of any student whose presence is considered by the school to be detrimental to the best interest of either the student or the school.
- 6) *Tuition and Extended Care Fees*: All fees are due and payable to the pre-arranged tuition plan. A penalty may be added to payments received later than 10 days after due date.
- 7) *Withdrawal*: Written notice of thirty days is required before withdrawing a child from the school, or deposit is forfeited. After the school has received proper notice, any unearned prepaid tuition and deposits held by the school will be refunded. Student records, transcripts, teacher recommendations/evaluations will be released only after financial obligations are paid in full.
- 8) *Parent Participation*: Volunteers are actively sought. Participation is expected as a member of the Pines Community Organization (PCO).
- 9) *Non-Profit Status*: The Pines Montessori School is a Non-Profit Educational Organization deriving from its funds tuition, tax-deductible contributions(fundraising) and grants.
- 10) *Non-Discrimination Policy*: The Pines Montessori School does not discriminate against any applicant on the basis of race, religion, gender, disability or cultural heritage.

Signature of Parent or Guardian

Date

Submit completed Applications via:

Mail: Attn: Admissions - Pines Montessori School
3535 Cedar Knolls Drive
Kingwood, Texas 77339

Fax: 281-358-3162

Student History-Application Part B

Student's Name _____

Please share the reason for leaving your current school. _____

How did you find out about our school? If referred by an individual or corporate representative, please give their name. _____

Are you familiar with Montessori Education and Philosophy? _____

Where did you learn about it? _____

What are your expectations? _____

What aspects of your adolescent's development are you interested in seeing the school enhance? _____

What is your adolescent's first language? _____

Other languages spoken in the home? _____

Briefly describe your adolescent. Please include personality characteristics, special interests or abilities. _____

What is your adolescent's attitude regarding school? _____

How well does your adolescent interact with peers? _____

With adults? _____

What activities does your adolescent enjoy most(sports, hobbies, special activities)? _____

What situations are especially difficult for your adolescent? _____

What situations are easiest for your adolescent? _____

What do you consider a discipline problem with your adolescent? _____

How do you handle this? _____

How does your adolescent handle difficulties in social interaction? _____

Information regarding your adolescent's early history(i.e. adoption, difficult birth, developmental delays, surgeries, early illness, allergies, trauma to child or family members, frequent moves or changes of caregiver, etc)

Are there any special considerations of your adolescent that teachers should know about, such as physical difficulties, medications, allergies, eating habits, behavioral difficulties, changes in family situation, etc. _____

Has the applicant been in advance classes or double promoted? _____

Does the applicant have any academic difficulties? If yes, in what areas? _____

**Does the applicant have any clinically diagnosed learning difficulties or ADD/ADHD? If yes, what and is the diagnosis and when was the applicant diagnosed? _____

Has the applicant ever been dismissed from any school for any reason? If yes, please explain. _____

As part of Pines Middle School our students take extended field trips (overnight). Do you have any concerns regarding this? Would you please share them? _____

** This information, as all academic information, is confidential and is required to fully meet the prospective applicant's needs.

Student Self-Assessment

Student Name _____

Which academic subjects do you like best? _____

Please describe the situations where you learn best? _____

What activities have you participated in at school? _____

What do you like to do when you are not in school? _____

Please share an important event in your life. _____

Please share something you felt was important which you learned at school. _____

What were the last three books you read and enjoyed? _____

Please share something about yourself. _____
