

PERTH CHILDREN'S HOUSE MONTESSORI SCHOOL

2010/2011 REGISTRATION INFORMATION

Perth Children's House (PCH) has operated a Montessori program for preschool aged children since 1974. The school offers a carefully prepared environment with opportunities, challenges and experiences through which the child acquires discipline of himself or herself, co-operative skills, initiative and self-expression. In addition, there are a variety of games, songs, drama, arts, crafts and outdoor play to stimulate the child's interests and development. We welcome your interest and enthusiasm in helping to create a quality learning experience for the children at Perth Children's House.

ENROLLMENT REQUIREMENTS

Perth Children's House has facilities and staff to accommodate 16 children per session, thus the teacher child ration is 1:8. Children must be 2 1/2 years old to attend the school. They must also be toilet trained and are expected to provide copies of immunization records. Because the Montessori program is a multi-year program, children will not be accepted into the first year of the program past their 4th birthday. In regards to children who are under 44 months of age as of August 31st of the current year, the Day Nurseries Act requires PCH to provide a lunch during full day attendance.

Children with special needs are admitted on a one month trial basis, pending the approval of the Chair of the Board and the Directress. The one month trial period is used to see if the child and the environment suit each other. The Montessori program philosophy runs on the concept of a co-operative and respectful atmosphere; therefore, the environment may not suit a child with extreme behavioural problems (i.e. destructive, disruptive or aggressive behaviour, or require continual one-on-one attention). Perth Children's House recognizes that every child is a unique being and each child will be treated respectfully as an individual.

Perth Children's House has access to the County organization LEIP - Lanark Early Intervention Program, which can provide special resources and one-on-one attention within the classroom environment for the child with special needs. LEIP has very specific criteria for assessing the needs of a child within the classroom. The LEIP program will provide a support person in such cases where a child's needs in the classroom meet LEIP's criteria.

No more than one child with special needs can be accommodated per session.

ENROLLING YOUR CHILD

To enroll your child as a new student at Perth Children's House, please complete and return the Pre-Registration Form and submit a \$50 pre-registration fee. This fee must accompany the Pre-Registration Form. Pre-registration entitles the child to be placed in sequence on a waiting list. Please note that this fee is per family not per child. (If you wish, you may even pre-register an infant to reserve a spot 2-3 years in the future!)

Returning students and students on the Pre-Registration list will be contacted during the registration period between March and May to complete a Schedule Request Form. Please find the registration period that applies to your situation below. In general, parents are contacted during the registration period to confirm whether or not their schedule request can be accommodated. If the schedule is agreed upon, parents will be required to complete a Registration Package and submit postdated cheques to cover tuition. If PCH can not offer a schedule, then parents may either remove their child from the Pre-Registration list and request to be reimbursed the \$50 Pre-Registration fee or request that their child remain on the Pre-Registration list for consideration if the schedule changes.

An interview between the Directress and the prospective student and his/her parent(s) is required before the child attends. Each child is admitted on a one month trial basis. Within that time, if parents and/or teachers are not satisfied that the child and the environment suit each other, the child may be withdrawn from the program.

TUITION FEES

The tuition rates are quoted **per month** based upon the number of half days your child will attend **per week**. Please note the minimum attendance requirements below. The tuition fees for the 2010-2011 school year will be as follows:

Equivalent half day rate	# of half days	monthly fee	annual fee
\$17.55	3	\$210.60	\$2,106
\$17.55	4	\$280.80	\$2,808
\$17.55	5	\$351.00	\$3,510
\$17.55	6	\$421.20	\$4,212
\$17.55	7	\$491.40	\$4,914
\$17.55	8	\$561.60	\$5,616
\$17.55	9	\$631.80	\$6,318
\$17.55	10	\$702.00	\$7,020

Payment of tuition fees should be made by ten post-dated cheques. Please note: There may be a small increase in tuition fees each year.

CONTACT INFORMATION

Completed forms should be addressed to:

Attn: Registrar
Perth Children's House
36 Foster Street,
Perth, ON
K7H 1R7

Any questions can be directed to the Registrar c/o the school @ 267-5199, during regular school months.

REGISTRION PERIODS

There are four registration periods during the year at the Perth Children's House. To learn more about the registration period that applies to you and your child, please see that period that fits your situation below:

- If you are a parent of a returning student, then see the **March-April Registration** period.
- If you are a parent of a child who is a sibling of a returning student, then see **March-April Registration** period.
- If you are a parent of a returning student who missed the **March-April Registration**, then see the April-May Registration period.
- If you are a parent of a new student who completes a Pre-Registration Form before April, then see the **April-May Registration** period.
- If you are a parent of a new student who completes a Pre-Registration Form after April, then see the **June-September Registration** period.
- If you are a parent of a new student who completes a Pre-Registration Form after September, then see the **October-November Registration** period.
- If you are a parent of a new student who completes a Pre-Registration Form looking a start date in January, then see the **October-November Registration** period.

**March-April Registration
(Returning & Pre-Register Siblings of Returning Students)**

The March-April Registration period is open to returning students and siblings of returning students. Returning students do not need to complete a Pre-Registration Form, but siblings of returning students must complete the Pre-Registration Form.

Friday March 12, 2010:

- Start of Registration Period – Registration for returning students & siblings of returning students starts (see: April-May Registration for information about the registration process for new students).
- Schedule Request Forms – To be supplied to parents of returning students & siblings of returning students

Friday, March 26, 2010:

- Pre-Registration Forms – Completed forms are due from parents of siblings of returning students
- Schedule Request Forms – Completed forms are due from parents of returning students & siblings of returning students

Friday, April 16, 2010:

- Notification – Schedule confirmed with parents of returning students & siblings of returning students
- Registration Package & Payment Request – To be supplied to parents of returning students & siblings of returning students

Friday April 30, 2010:

- Registration Package & Payment Request – Completed forms and posted dated cheques from parents of returning students & siblings of returning students
- End of Registration Period – Registration for returning students & siblings of returning students is over. If parents wish to register their returning students and/or siblings of returning students, they must proceed via the procedure for new students (see: April-May Registration, June-September Registration, or October-November Registration explanations).

April-May Registration (Pre-Registered Students)

The April-May Registration period is open to new students with a completed Pre-Registration Form who wish to register their child for the 2009-2010 school year. Parents who wish to register their child for a start in date in January 2010 should see the October-November Registration.

Friday, April 9, 2010:

- Start of Registration Period – Registration for new students (see: March-April Registration for information about the registration process for returning students and siblings of returning students). Parents need to complete a pre-registration form for new students to be part of the registration process.
- Schedule Request Forms – To be supplied to parents of new students

Friday, April 23, 2010:

- Schedule Request Forms – Completed forms are due from parents of new students

Friday, May 7, 2010:

- Notification – Schedule confirmed with parents of new students
- Registration Package & Payment Request – To be supplied to parents of new students

Friday, May 28, 2010:

- Registration Package & Payment Request – Completed forms and posted dated cheques from parents of returning students & siblings of returning students
- End of Registration Period – Registration for new students is over. Parents who missed the April-May registration period may still register pending spaces available in the schedule. (see: June-September Registration or October-November Registration explanations).

June-September Registration (Pre-Registered Students)

The June-September Registration period is open to new students with a completed Pre-Registration Form. This registration period is to accommodate parents who missed the previous registration period. Parents are advised spaces during this registration period are filled on a first come basis. Interested parents need to complete and return a:

- Pre-registration Form with a \$50 pre-registration fee, and
- Schedule Request Form.

The Registrar will contact parents upon receipt of the completed forms and fees. If a suitable schedule is agreed upon, then the Registrar will provide parents with the Registration Package and request posted dated cheques for tuition. Final registration will be confirmed by the Registrar upon receipt of the Registration Package and payments.

The June-September registration period terminates at the end of September. Parents who missed the September deadline have the following options:

- complete a Pre-Registration Form for the next school year
- complete a Pre-Registration Form for the October-November Registration

October-November Registration (Pre-Registered Students – January Start)

The October-November Registration period open to new students with a completed Pre-Registration Form. This registration period is to accommodate:

- parents who pre-register their students but did not register because PCH could not meet their scheduling requests;
- parent who pre-register their students after the June-September Registration period; and
- parents who pre-register their students who want a later registration date to meet the PCH registration requirements (i.e. age).

Friday, October 1, 2010:

- Start of Registration Period – Registration for new students (see list above). Parents need to complete a pre-registration form for new students to be part of the registration process.
- Schedule Request Forms – To be supplied to parents of new students

Friday, October 29, 2010:

- Schedule Request Forms – Completed forms are due from parents of new students

Friday, November 5, 2010:

- Notification – Schedule confirmed with parents of new students
- Registration Package & Payment Request – To be supplied to parents of new students

Friday, November 26, 2010:

- Registration Package & Payment Request – Completed forms and posted dated cheques from parents of returning students & siblings of returning students
- End of Registration Period – Registration for new students for the 2009-2010 school year is over. Parents who missed this opportunity are encouraged to complete a Pre-Registration Form for the 2010-2011 school year.

PRIORITY OF ENROLLMENT

The following list describes the priority sequence for children enrolling at Perth Children's House, in descending order of priority:

March-April Registration (Returning & Pre-Registered Siblings of Returning Students)

- i. date submitted followed by number of spots requested by returning students
- ii. date submitted followed by number of spots requested by siblings of returning students
- iii. date submitted followed by number of spots requested by siblings of former students

April-May Registration June-September Registration October-November Registration (Pre-Register Students)

- i. time/date of submitting Pre-Registration form
- ii. number of spots requested

The Registrar will maintain a single waiting list of children for future enrollment. All parents are encouraged to put the sibling's name on this list as early as possible to avoid disappointment.