

## **ADMINISTRATION:**

### **Admissions Policy:**

It is the policy of Clarinbridge Montessori that our service is open to all families within the community. We are committed to operating an open and fair admissions policy. As we are based on the grounds of Clarinbridge National school and set up primarily for the families within this school, admissions preference is given to children who attend/enrolled in Clarinbridge N.S.

### **Admission Procedures:**

- Each child must be two years seven months minimum when starting at the service
- Parents seeking to secure a Montessori/Afterschool place for their child must complete the enrolment steps as outlined. Upon receiving an acceptance letter they must return this letter signed with the necessary booking deposit before the due date. (see fee payment policy for details on deposit amount, returns etc.)
- Children will be admitted on a first come first served basis and our decisions process for places is outlined in full detail for pre-school and afterschool below.
- Children who are entitled to funding Mid-Year will not have spaces held for them but a parent may pay the preschool fees from September until such a time as the funding becomes available to them. If they do not wish to pay fees they may wait and see if a space becomes available around the time their child is entitled to their funding. If there is then a space available Mid year any children who completed an expression of interest for Mid year enrolment will be contacted and offered the space on a first come first served basis in order of preference outlined below.
- If there are no remaining places a waiting list will be drawn up. Should a space become available first refusal will go to children on a first come first serve basis with preference given in the order outlined below.

### **ENROLMENT STEPS FOR MONTESSORI:**

**STEP 1.** Complete an expression of interest form for Clarinbridge N.S. and take it to the primary school office to get stamped.

**STEP 2.** Take this **stamped** form to the Montessori and complete our expression of interest form. (This can only be done when you show your stamped primary school form unless you do not wish to attend Clarinbridge N.S. then you can complete our form without it)

***THIS EXPRESSION OF INTEREST FORM DOES NOT MEAN YOU HAVE A PLACE. SEE STEP 3.***

**STEP 3.** Await an acceptance letter from us for Montessori and once received complete this and return it to us with your booking deposit **before the due date** (failure to return this letter before the deadline will result in a loss of your place):

The preschool decision making process is done September 12 months before the next school year. (Example decision making for places for 2017 will be made in September 2016, you will receive your acceptance letter in October 2016 and a deadline date for acceptance of the offered place will be stated on this letter)

It's important to note for decision making enrolments are done on a first come first serve basis in the following order:

1st preference - children who are doing their 1st FREE preschool year with us.

2nd preference - children who are siblings of Scoil Mhuire primary school students. (For these parents Expression of interest forms should be completed with us as early as possible. The decision making process is done Sept 12 months before so it is vital to have the form filled in before the decision making process in order to be considered for a space.)

3rd preference - children who will be attending Clarinbridge NS in the future and have done their first free preschool year at another preschool or are only availing of one FREE Year and have no siblings in the school.

4th preference - children from the catchment area who will not be attending Clarinbridge NS.

Any child unsuccessful in obtaining a place will be added to our waiting list. Should a space become available first refusal will go to children on a first come first serve basis with preference given in the same order as above. Places are limited so to avoid disappointment it's advised to take steps 1 and 2 as early as possible. Any parent successful in obtaining a place for their child will receive their starter pack before their child's preschool year commences.