

# Westacre Montessori School

## Admissions Procedures and Settling In .

If you wish to apply for a place at Westacre Montessori School please ensure that after your visit return the enrolment form to Rosie Reynolds with the fee of £100 to ensure a place will be available for you .

There will have been a discussion as to when your child should start . Upon acceptance of a place at Westacre Montessori School we expect your child to be with us for at least twelve months.

We will contact you the term before your child starts to invite you in to revisit and discuss and needs you or your child may have .eg Summer term start you will be invited in the March for a visit to meet your child's key worker and fill in additional forms .

This will take the form of one play and stay with your child .

We aim to support parents /carers to help their children settle easily by giving consideration to individual needs and circumstances of each child and their families .

The week of your start date - is the week your child will transition .

The settling can take a period of up two weeks . .We will invoice you for the hours your child will be attending eg .if it is 2 ams per week 8.30am-11.30am you will be charged for the whole session. Over the two weeks your child's hours will slowly build up . We would advise for the first week or so that you stay in your car in the car park or within close range .You will need to be on hand to pick up if your child is distressed . We do not keep children in school who are not settled at an acceptable level .

Therefore we recommend that you do not plan on going back to work in your child's second week .

Increasing or decreasing your child's hours must be discussed with Rosie Reynolds to ensure that ratios are adhered to and that the hours are available.

We ask that all funded children attend for the full 15 hours pw provided by us ,if not this may affect our ability to offer it to you .

These transition and settling in procedures can be adapted for the individual needs of parents and children .

The welfare of children is paramount and it is important not to rush this process .

If a child is not settling we will adapt our transition procedures accordingly.

We look forward to working with you and welcoming your child in our Montessori environment.

Reviewed Summer 2023

