KG Admission and Procedures

General
Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents have been received.

- Parents seeking admission for their children are advised to apply as early as possible.
- As soon as the application is filled by the parents and admission fees are paid, the child’s name, date of birth, parents' contact information will be collected immediately and the application is then categorized according to the year that the child should start school in.

Interviews:
Interviews are made to assess the child’s basic skills which he/she should acquire at certain periods of time in his/her development.

- The parents will be contacted for the interview time and date using the contact information given by the parents on the application document.
- A qualified teacher will do the interview in the presence of the parents.
- Parents will be contacted within two weeks of the interview with the results via the contact information provided to the KG by the parents.
- The KG has the right to ask for a second interview or an assessment from a specialized centre.

Required application documents:
1. Complete student application form.
2. Application fees (non refundable).
3. Authenticated copy of Birth certificate from the Civil Registration Department.
4. Copy of the child’s passport or the parent’s passport with the child’s name on it.
5. Copy of the child’s vaccination card.
6. Copy of the family copybook with the national registration number.
8. Three colored passport sized photographs of the child.

Acceptance:
If an applicant is accepted, the parents will be officially contacted by the contact information given by them.

- Parents will be invoiced for the coming KG fees by the finance department.
- No document will accepted for full registration unless signed by the KG principal.

Special needs applicants:
The KG has a learning support program, although the number of children to whom it can be offered is limited by the resources it has available at any given time and if it is
believed that the KG can offer appropriate support to these children. It is also conditioned by the ability of these children to acclimate well in the school’s large environment. Interviews and tests by specialists are required and the KG has the right not to accept the child if the parents are not fully cooperative and comply with the KG requests.

- The KG has the right to review the situation in order to assess the appropriateness of the child’s presence in the KG based on the KG’s environment and capacity to address his/her needs.

Denials:
- If an applicant is denied a place, an E-mail or a telephone call is sent as confirmation.

Waiting list:
Children are accepted at the KG according to age groups. If an age group has vacant places, it does not mean that the other age group within the class has an available place. When a place is available, a child that is on the waiting list has the chance to take the place.
Criteria used to decide which student on the waiting list is offered the place include:
- Children of board members.
- Children of old Montessorians.
- Children of staff.
- The existing gender balance of the class.
- The existing age group balance of the class.
Special notes for KG admission

- Application admission is accepted all year long at the KG administration office.
- As soon as the application is filled and admission fees are paid, the child’s full contact information is collected immediately and children are categorized according to the year that the child should start school in.
- Parents will be contacted for an interview with the child in their presence using the contact information available.
- Parents will be contacted within two weeks of the interview as for the result.
- The KG has the right to ask for a second interview or an assessment from a specialized centre.

Acceptance

- Parents will be invoiced for the coming KG fees by the finance department.
- No document will be accepted for full registration unless it is complete and signed by the KG principal.

Special needs program:
Acceptance is limited and conditioned by the child’s ability to acclimate well in the KG environment and the KG has the right to accept or deny the application accordingly.

Waiting list:
As per school policy taking in consideration the vertically grouped Montessori classes policy.

Denial:
As per school policy