

CECM PROCEDURE

ENROLLMENT / RE-ENROLLMENT

If you want to enroll your child at CMEC you need to know that we accept requests throughout the year based on the capacity of every classroom.

The enrollment and admission procedure of a new child at CMEC has a few simple steps



ENROLLMENT PERIOD

- 01-31 march for MCEC children;
- 01-30 april for children that are new to Montessori.

1 First visit at CECM

Please contact us at 0747.40.25.18 or e-mail at copiiimontessori@gmail.com to schedule a first visit to our center. This first visit will offer the you the opportunity to discover details about our programs and internal structure.

2 Child – teacher visit

After the parent's first visit, we will invite you together with your child for a short encounter with the Montessori teacher. In this manner, we offer the child the opportunity to make contact with a new environment and with new people, in a safe and secure way, supported by the family. Also, this meeting will be very helpful for the teacher that will come into contact with the new child. The teacher will be able to gather necessary information about the child's stage of development in order to be able to prepare a environment that can accommodate the child's needs from the start.

If your child is much younger than the minimum age and motoric abilities (children younger than 1 yo), we may propose a meeting of the teacher with the child at home, this way ensuring a trust based and solid partnership between the family and CECM.

3 Application

After the first 2 meetings, the family will be able to submit the application file.

- The application file will contain:
- Photo of the child;
- Sponsorship contract;
- Birth certificate (copy);
- Identity card of both parents (copy);
- Vaccination bulletin (copy);
- Medical form;
- Certificate of health released by the family doctor that mentions that the child is healthy for group play;
- Payment proof for the registration fee;
- Payment proof for the first month of school.

Application Acceptance procedure

At CECM we accept applications throughout the year, based on space availability. We welcome boys and girls of all races, religions and cultures. The admission of every application will take into account the following:

1. Age requirements for every Montessori program (CECM will accept children that are minimum 1 yo and are independent walkers and not older than 5 yo, based on availability)
2. Alignment with the family's ideas regarding the objectives of early years education from a Montessori point of view
3. Agreement from the family in regard to the MCEC Family Guide rules and procedures
4. Meeting of selection criteria dictated by every Montessori classes' organizational needs and characteristics (equilibrium between ages and sexes)

4 Adaptation period

Once the application is accepted, we will decide what is the opportune date for the child to start the adaptation period to the MCEC programs and routines, according to every class's availability. The adaptation process will be a gentle one, taking into account the individual rhythm of each child, the adult agreeing to follow and wait on the child during this process, offering unconditional support for a smooth and stress free adaptation.

MCEC takes plight to support the child during his adaptation period, to offer a prepared environment adapted to the child's emotional and developmental needs.

The time we offer for accommodating every new child is of 1 lunar month for the Casa dei Bambini children and 2 lunar months for the Infant Community children. We will monitor that this period is a continuous one.

In case this time is not sufficient for a complete transition, at least for the 4 hour program, in partnership with the family we will decide the future of the child at MCEC.

5 Re - enrollment

For the new academic year, the re-enrollment of every child will be done until the 31st of every march, taking into account the following:

Priority will have:

Children that are already enrolled at CMEC

Siblings of children that are already enrolled at CMEC

Children that come from other Montessori schools

Children that are new to Montessori