



ADMISSION

# CIMM

Maria Montessori International Center



# ADMISSION PROCESS PROTOCOL

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CIMM's admission process consists of several steps and has two main objectives:

- To transmit all the information related to the center (pedagogical, functional, and economic).
- To meet the interested families to see the level of compatibility and sensitivity with the methodology and operation of the center.

As its name indicates, it is a process. This means that all the steps have to be carried out before a firm decision can be made and an answer can be given to the interested family.

From the center, we will make every effort to make the phases agile and fluid, and we will ask all those who are in the course of them for patience and understanding since, with total certainty, there will be several families who are simultaneously in the admission process.

After these clarifications, we will now detail what the CIMM admission protocol consists of.



# 1

## FILL OUT THE INTEREST FORM

Families interested in receiving information about the school should fill out an interest form.

# 2

## ATTENDANCE AT THE INFORMATION/ OPEN HOUSE MEETING

Once families have filled out the interest form, they will be sent an invitation to attend an open house at the center or an individual appointment (this will depend on the time of the school year at which the request is made).

On these open days or appointments, interested families will receive all the information about the center. They will learn more about the Montessori methodology and pedagogy and the way of working with the children. They will also receive information about the educational stages, schedules, and services offered by the CIMM and about the family-school relationship.



# 3

## SENDING INFORMATION

After attending this meeting, families will receive an email with all the financial information and a summary of what was shared at the meeting. A link to a pre-registration form and a confidential questionnaire will also be attached to the email.

# 4

## FILL OUT THE PRE-ENROLLMENT FORM AND THE CONFIDENTIAL QUESTIONNAIRE.

Those families who, after receiving the pedagogical and financial information, are still interested in joining our community and wish to continue with the process should fill out the pre-enrollment form and send the completed questionnaire.

The purpose of this document is to collect relevant information for the center about the children who can potentially become part of the community.



# 5

## INDIVIDUAL INTERVIEWS

After receiving the pre-enrollment applications and confidential questionnaires, these families will be sent an individual appointment to meet the guide of the environment that the child will enter once the process is completed.

In this appointment, there is a part of the interview with the parents/legal guardians and another part in which the guide meets and interacts with the child.

**At this point in the process there is still no guarantee of incorporation into the center.** The available places will be offered based on certain factors such as age (because we have multigrade environments, it's important to maintain the diversity of ages in the same ratio), special educational needs (by law, we have a stipulated a maximum number of children per classroom), if you have siblings in the center, the affinity of the family with the methodology, etc.

# 6

## SENDING OF RESULTS

Once all the interviews have been completed, each family will be notified individually whether they have been admitted or not.





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