



## World Academy of Tirana “Early Years” - Admissions Policy 2011-2012

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**Nido & Infant Community:** The child should be at least 9 months old.

**Casa:** The child should be at least 3 years of age or have previous Montessori experience. To provide maximum advantage of the Montessori Method, including the kindergarten year, we recommend a three-year program.

- Children may be enrolled at any time during the school year.
- A tour with an administrator is arranged for both the child and the parents, with an observation inside the class, so parents can see firsthand how active learning occurs. This is the time to ask questions to determine how your child will fit into this environment.
- An interview is arranged between an administrator and parents to help get to know your child, and to explain about the Montessori Method and school policies.
- Students and siblings of those already attending the school will have first priority for the following year's enrollment. Parents will be notified of the dates for enrollment.
- If no spaces are available in the school, the child may be placed on a waiting list. To qualify for enrollment, the school must receive a completed application form and the 100 Euro non-refundable registration fee.
- *The Academy* is not equipped to accommodate disabled students or those with a severe special needs requirement.

**Please submit the documents listed below to the school office:**

1. **Application fee** (€100, non-refundable).
2. **Application form**, completed and signed by the parent or legal guardian. Please attach one passport-sized photograph to the form.
3. Child's Birth Certificate or Passport Photocopy.
4. Family Certificate (for Albanian citizens only).
5. Photocopy of the Vaccination Book.
6. **Medical Form** completed by the parents.
7. Photocopy of the passport/ID card of the person who is going to bring/pick up the child from school.

You are also welcome to send scanned copies electronically to [montessorialbania@gmail.com](mailto:montessorialbania@gmail.com)