

CASA MONTESSORI INTERNATIONALE

NOTE TO PARENTS

School Term

The school terms are as follows:

Term 1:	Jan – Mar	1 week holiday program @ end of Term 1
Term 2:	Apr – Jun	2 weeks holiday program @ end of Term 2
Term 3:	Jul – Sept	1 week holiday program @ end of Term 3
Term 4:	Sept – Dec	1 month holiday program in December.

Payment of Fees

School Term Fees are to be paid at least 7 days prior to the commencement of the new School Term. A late payment fee of S\$10 per day will be payable for each day that the fee is not paid after the same is due. In the event that School Term Fees are not paid more than 7 days after commencement of the School Term, the child's place in the class may be forfeited to another person, and the child may be deemed to have withdrawn from the School without notice.

Refunds of Fees

There will be no refund of any school fees paid under any condition. In particular, there will be no refund of fees for any absences due to holidays or illness and the full Term Fees shall be payable. However, fees for Optional Classes (Chinese / Activities / Extended Day) may be refunded pro rata if a child is absent from the classes for the whole month.

Withdrawals

Notice of withdrawal must be given in writing in the School's prescribed form at least 1 month prior to the commencement of the new School Term, failing which the deposit will be forfeited.

Late Fees

Late Fees are payable at the current rates determined by the School if a child is not picked up from the School within 10 minutes after the end of the class.

Sanctity of the Classroom

Your child's classroom has been painstakingly prepared to make it a conducive place for your child and the other children in the class to work and learn. The sanctity of the classroom must be jealously guarded against undue disruption. For this reason, parents are strongly discouraged to "peep" into the class while it is in operation to avoid disruption to the class. GUIDED PARENTS DISCOVER TOUR of your child's classrooms may be arranged (by prior appointment only) at a time when the class is not in operation.

Parent-Teacher Meeting

There will be parent-teacher meeting organised by the School twice in a year to keep you informed of your child's progress in class. Details of the meetings will be informed to you in due course. Parents should make an effort to attend at such parent-teacher meeting. In addition, parents are welcome to arrange for a meeting with the class teacher by prior appointment to discuss any concerns with regards their child at School.