



International Montessori



Financial and Administrative Information An Overview

Thank you for choosing 'International Montessori' for your children. We would like to extend a warm welcome to you!

International Montessori is a collection of small and vibrant school locations with beautifully renovated historic buildings and sustainable campuses. It offers stimulating learning environments to children and students aged 1 to 18 years old.

International School

The school is a long-established international school and is proud to have a global representation of humanity. Our main aim is for the children in this community to develop good concentration, intrinsic motivation, high self-esteem, take responsible actions, and learn constructive behaviour and empathy for others. Thereby, making a contribution to the world as a whole.

In the classrooms, children work in a variety of learning-settings which includes individual and small group presentations. The didactic materials, high teacher to child ratio and differentiation in teaching styles help children develop skills and characteristics and have the opportunity to become strong decision makers.

Registration and accreditation

The school is registered with several departments, accreditation and training bodies. The most important ones being:

- 'Kind and Gezin/Opgroeien' for Childcare registration for the Toddler Community.
- The Flemish Ministry of Education for the legal registration of school-aged children.
- Association Montessori International (AMI) for worldwide training of teachers and in the Montessori approach and programme for children and students 0 to 18 years old.
- International Baccalaureate Organisation (IBO) for accreditation and training for the Secondary section.

The following fee levels and related documents are available:

1) Standard Fees: are applicable to families **who receive financial support from their employer**. Families sign a Tuition Contract and Invoices are provided and sent directly to the company when requested by the family.

2) Reduced Fees: are applicable to families **who do not receive financial support from their employer**. Families sign the Tuition Contract which serves as the guiding document for the Tuition Fee payments. Further Invoices and receipts are not provided. Personal bank transfer statements serve as proof of payment.

3) A combination of the above: is applicable in the event of the employer covering less than 100% of the Standard Fees.

The family provides the school Finance Office with the specific amount or percentage of the Standard Fees covered by the employer. The remaining percentage is consequently calculated based upon the Reduced Fee level. Families receive two Tuition Contracts; one for the Standard Tuition Fees and one for the remaining % of the Reduced Tuition Fees.

Invoices are provided for the Standard Tuition Fees and forwarded directly to the company when requested by the family.

Compatible Fees

The school is committed to keeping Tuition Fees as affordable as possible. Standard Fees and Reduced Fees together with the Financial and Administrative Policy are published on the website. The category of Reduced Fee and related sibling reduction is especially made for families who do not receive financial help from their employer. Families can indicate which fees are applicable to their situation.

Extensive information

A yearly Tuition Contract is made for each family. The contract is an integral part of all information provided. The school philosophy and programmes are further explained in detail in documents made available to families including the Parent Handbook, the Secondary Handbooks for MYP and DP, the child's/student's two-yearly Progress Report, Montessori Motion Magazines and newsletters. Please also visit the school's website for detailed information and sign up for the calendars of events.

Administrative Policy - Standard Tuition Fees

Application fee:	Toddler Community and Children's House Section	€ 600
	Primary and Secondary Sections	€ 800

International Baccalaureate (IBO)

Middle Years Programme – IB MYP

Diploma Programme – IB DP

The Application Fee is due upon the submission of the Application Form. The date this fee is received determines the order of enrolment. The Application Fee is non-refundable and paid only once.

Tuition contract:

A Tuition Contract is drawn up every school year, stating annual school fees, due dates and terms of agreement.

- Parents are requested to sign the contract within a two-week period from the issue date, thereby completing the enrolment procedure.
- The Tuition Contract is the legal contract between parents and school, irrespective of payment-arrangements that parents have with third parties.
- Tuition Contracts are in effect from two weeks after the issue date, this unless the school has received written confirmation to the contrary.
- Invoices are forwarded automatically to the company.
- The Tuition Contract is an integrated document to the myriads of information provided to parents upon enrolment and throughout the period of registration. This includes and is not limited to the following documents:
 - Education on the cutting edge
 - The Parent Handbook
 - MYP – DP Handbooks
 - School brochures:
 - Social Development – *Injecting a Little Bit of We.*
 - Flow – *The Power of Concentration.*
 - Aspects of the Learning Environment - *From Concrete to Abstract.*
 - Aspects of the Learning Environment – *Education in Harmony with Life.*
 - Rooted in Reality – *Mind and Body Connection.*
 - Book: *Respect Yourself or Respect Your Selfie* – Screen rearing, social media and how to provide balance during the child's developmental periods
 - The 8 Intelligences – *Developing Versatile Individuals in a Versatile World*
 - Newsletters and Newsflashes,
 - Continuous Enrolment Brochures,

- Parents enrol the child, thereby being fully informed on and signing up to the:
 - Montessori philosophy, pedagogy and practice,
 - The AMI-Montessori and International Baccalaureate Secondary curriculum,
 - A level of choice and decision making provided to children/students in order to develop communication, collaboration, interest and concentration,
 - Logical boundary setting,
 - Hands-on and project-based learning,
 - Multi-age social and learning groups,
 - Assisting children in developing all '8 Intelligences' thereby helping children developing problem solving skills,
 - Assisting process development - following the conflict resolution procedure,
 - Insist on appropriate language use on- and off-line,
 - Screen and social media rearing – thereby being aware that GSM behaviour can negatively influence emotional stability, learning, concentration and social development:
 - Not allowing for GSMs to enter the learning environments,
 - Monitoring GSM use during 'non-school hours' including calls, texts and Applications use,
 - Setting limits on viewing activities,
 - Prevention of (escalation) of conflict,
 - Development of age-appropriate conflict resolution skills.

Payments:

All fees are payable in Euro on or before the date specified in the Tuition Contract to:

KBC Bank, Markt 4, 3080 Tervuren

BIC Code: KREDBEBB

International Montessori School

Account No: BE30 4345 1644 8111

International Montessori 'Hof Kleinenberg',

Account No: BE92 7340 2360 1523

International Montessori 'Hof ten Berg',

Account No: BE88 7360 1756 4441

Bank charges:

Transfers from other countries are accepted. Incurred bank charges are to be paid by the depositor.

Unique campuses at Tervuren & Woluwe

For enrolments, please contact: 02-767 02 76 or 02-721 2111

Email: tervuren@international-montessori.org or woluwe@international-montessori.org

Financial administration: finance@international-montessori.org

www.international-montessori.org

Cash Payments: Due to legal changes in relation to cash payments, the school can no longer accept Tuition Fee payments in cash larger than €1500,00. This limitation comes with an additional remark that invoices that are higher than €1500 are not permitted to be divided into several smaller cash payments. The school recommends payments via transfer.

Tuition fees include:

Toddler Community and Children's Houses:

- School supplies
- Spare clothes bag
- 2 Day excursions for Children's House children per school year
- Lunch for children who stay full time: The lunch menu varies and can be cold and/or hot. The school aims for organic ingredients (appr. 60%). Children take part in lunch preparations and eat in the classroom.

Parents need to count on additional costs related to:

- A daily piece of fruit to share with the group
- Nappies to be supplied by the family

Primary and International Bacculaureate Middle Years Programme:

- Books
- Backpack
- Sports t-shirt
- Stationary supplies
- Art supplies
- Instruction in 1 musical instrument: violin, piano or guitar
- Sports lessons
- 2 Day excursions per year for the whole group
- Small 'Going-Out's' – small group excursions relating to the children's academic work
- Lunch on Mondays, Tuesdays, Thursdays and Fridays: The lunch menu varies and can be cold and/or hot. The school aims for organic ingredients (appr. 60%). Children take on occasion part in lunch preparations and eat in the classroom.

Parents need to count on additional costs related to:

- Healthy morning snack
- Personal Project in MYP 5
- Overnight excursions and workshops

International Bacculaureate Diploma Programme:

- Text books Group 1 to 6 are on loan - to be returned to school in excellent condition
- Fiction books from Reading list Group 1 and 2
- Day excursions
- Examination entries - except for re-takes

- Lunch: The lunch menu varies and can be cold and/or hot. The school aims for organic ingredients (appr. 60%). Students take on occasion part in lunch preparations and eat in the classrooms.

Parents need to count on additional costs related to:

- Laptop/computer with latest software
- Graphic Display Calculator
- Binders and filing system
- USB keys
- Specific subject related expenses
- CAS project expenses
- Resources related to the Extended Essay and TOK
- Multi-day excursions
- Subject related international workshops
- Healthy morning snack

Proof of payment:

Reduced Fees or part thereof:

The finance department does not provide proof of payment. Within the online banking procedures, depositors can print their own proof of payment.

Standard Fees or part thereof:

If required by the company, proof of payment can be provided upon request.

Sibling reductions:

Sibling reductions are applicable only in the event of families paying Reduced Fees.

Programmes available:

In order to accommodate the varying schedules of different families, a wide selection of programmes for the Toddler Community and Children's Houses are available. We ask that families find a programme within these options that best suits their needs. We will not be able to provide customised programming outside of these published programmes.

Change of programme:

Toddler Community and Children's House:

- B1, C1 and D1 are applicable to children younger than 3 only.
- Both in Toddler Community and Children's House, children can increase in programme during the school year.
- Parents can discuss this first with the teacher of their child's class and then with the School Coordinator.
- Parents sign the 'Change of Programme' form and forward it to the administration.
- The new Tuition Contract will be sent to the family by the finance department.
- The related invoice will be forwarded to the Company.

Staffing and various infrastructures are dependent on programme commitments, therefore decrease in programme is not possible.

Primary and Secondary: Programmes are fixed and full-time attendance is required.

Late payments:

The school policy is to insist on the prompt payment of Fees, and this according to the terms of the Tuition Contract (Tuition Fees) or according to the date on the invoice (Additional Options):

- Tuition Fees:
 - Are payable according to the dates on the Tuition Contract,
 - New students can start from when the related Tuition fees have been received by the school.
 - Families are reminded by e-mail when payments have not been received by the due date.
 - In case of no payment response, this is followed by a registered mail.
 - In the event of outstanding fees:
 - Enrolment is not guaranteed by the school when payments remain outstanding,
 - Insurance coverage and registration with the Ministry of Education is jeopardised and not guaranteed by the school,
 - The school reserves the right to disenroll a child at any time in the case of non-payment of overdue Tuition Fees,
 - A student attending Diploma Programme 2 cannot sit for the final IB exams,
 - Progress reports and related meetings, attendance certificates and request for transfer documents are not provided.

- After School Hours and Musical instrument Instruction
 - Are payable within 14 days.
 - Families are reminded by e-mail when payments have not been received by the due date.
 - In case of no payment response, the related attendance is suspended till outstanding invoices have been paid in full.

- Multiday excursions:
 - Families of Primary and Secondary receive invitations of payment for multiday excursions,

- Reminders are not provided.
- In the event of lack of cancellation before the due date and the school not receiving the related excursion fee, the fees are due irrespective of the child/student attending the excursion.

Midyear enrolments:

New enrolments are accepted throughout the year at Preschool, Primary and Secondary - Middle Years Programme level. Pro-rata tuition fees are available upon request.

Invoices are due on or before the Due Date as stated and payments are due prior to the child's first day at school.

Enrolment into the Diploma Programme 1 is possible for students who:

- Having fully completed MYP 5 or compatible programme;
- Are intrinsically motivated and have the aptitude to complete the rigorous programme
- Start at the beginning of the school year;
- Taking subjects on offer at International Montessori;

Enrolment into the Diploma Programme 2 is possible for IB transfer students under the following conditions:

- Having fully completed DP 1;
- Start at the beginning of the school year;
- Taking subjects on offer at International Montessori;
- Subject levels and syllabus taught in DP 1 are compatible;
- IB core elements aligned;
- Internally assessed components can be supplied;
- Transfer document is complete.

Early withdrawal:

During the current year:

- Pro-rata school fees are reimbursed **only in the event of relocation abroad by the employer** and is applicable only for notifications of relocation before November 30 for the current school year.
- The school requires a notice of withdrawal in writing from both parents and employer.
- No reimbursements are applicable for any other reason to the above.
- A pro-rata refund is applicable according to the following schedule:

Notification received:	For withdrawal before:	Refund of Annual Fees:
Before May 1	September 1	100%
Before September 30	December 31	40%
Before November 30	February 28	20%
After December 1	-	No reimbursement

For subsequent school year:

- Notification of disenrollment for subsequent school year is by March 31.
 - ‘Transfer information requests’ from other schools are only filled out after this date when notification of withdrawal has been received in writing.
- Tuition Contracts are made automatically after March 31.
 - If the student will not attend subsequent school year, written and signed cancellation from the parent and the employer is to be received before May 1.
 - Omitting this timely cancellation results in the obligation of full payment of the tuition fees according to the above schedule.

After School Hour Programme:

- The After School Hour Programme (ASH) is available 5 days per week from 15.00 hrs. to 18.00 hrs.
- The programme is available to children up to the age of 11.
- Families prebook the Programme under the codes E (Wednesday afternoons from 12.00/12.30 to 15.00 hrs.) + F1 or F2.
- Priority is given to families who pre-book the programme.
- Attendance on an irregular basis are possible when places are still available on the day. Bookings are made through the office.
- Payment procedure:
 - Fixed bookings are part of the Tuition Contract details
 - Irregular ASH attendance is invoiced bi-monthly and available according to vacancies
 - The ASH is charged from:
 - 15.00 hrs. for all Toddlers and Children’s House children
 - 15.30 hrs. for all Primary children

- Prompt payment request:
 - Payments of invoices are due within 14 days
 - After School Hour Attendance is suspended when invoices are in arrears.

School bus service - 'FamilyCabs':

The school bus service is provided by 'FamilyCabs': an external partner. Children from age three onwards can make use of the school bus service. A door-to-door pick up and drop off service is provided where possible.

Fees are payable in advance and for best service, timely notification is essential. For further information, please contact: yasmina@familycabs.be

Continuous Enrolment - Tuition Contracts for subsequent school year:

- Tuition Contracts for subsequent school year are automatically generated from March 31.
- The new Tuition Contract will include information obtained during the Continuous Enrolment Period.
- Without further communication, the same programme and options as the year before will be applied.
- Changes can be communicated to the school's financial administration via montessori.admin@skynet.be

The timeframe:

Changes towards enrolment of subsequent school year can be communicated during the Continuous Enrolment period which is during the month of March. At the beginning of the month, parents receive an information pack including:

- Tuition Fees for subsequent school year.
- Request for information in relation to changes in:
 - Programme
 - Additional options such as:
 - After School Hour Programme
 - Musical instrument lessons
- Endorsement continuous attendance – Due date March 31.

Continuous Enrolment Deposit:

- A Continuous Enrolment Deposit (CED) is paid once and held by the school.
- The CED is directly related to all notifications for subsequent school year made before March 31.

- The CED is paid during the first year of enrolment and requested during the month of March.
- When applicable, families will find the related form in the Continuous Enrolment pack.
- The CED is €750 per child.
- The Continuous Enrolment Deposit is refundable in the event of:
 - Families sending a signed notification-of-withdrawal for subsequent school year to the office prior to March 31. The deposit will consequently be refunded at the end of the school year.
- The Continuous Enrolment Deposit is non-refundable in the event of:
 - Children leaving during the course of any school year,
 - Written notification of non-attendance for the following academic year provided after March 31,
 - Outstanding invoices are subtracted from the to be reimbursed CED,
 - During the course of the two-year International Baccalaureate Diploma Programme:
 - Students enrolled aim towards successful completion and obtaining the International Baccalaureate Diploma. Therefore, all students and their families entering the Diploma Programme make a commitment to the full two-year Diploma Programme at International Montessori.
 - This deposit is non-refundable in the event of the students attending only part of the two-year programme.
 - The CED is automatically subtracted from the final Tuition Payment of year 2 of the Diploma Programme.

Termination:

The school is committed to maintaining a safe, respectful, and supportive learning community for all stakeholders. All decisions regarding disenrollment are made with careful consideration of the best interests of the student body and the school as a whole.

The school reserves the right to disenroll a child or family unilaterally. Termination and disenrollment can be related but not limiting to:

- Behavioural issues including misconduct and cyber bullying,
- Use or possession of substances, including smoking or vaping,

- Forms of aggression, violence or threats; verbal and/or physical,
- Disrespect and/or discrimination toward children/students, staff and other members of the community,
- Actions or behaviours by children/students or parents/legal guardians – on or off campus – that significantly damage the school’s reputation or values,
- A persistent lack of cooperation or a breakdown in the working relationships between the school and the parent(s)-guardians.

Depending on the circumstances and when the school deems necessary termination can occur immediately and without prior notice to parents/legal guardians.

Conflict resolution process:

**Integrated and Individualised School Approach
Solution Finding and/or Conflict Resolution Procedure:**

- 1) Base agreement:
 - 1) Children/Students are in the process of developing conflict resolution skills, solution finding strategies and related communication and they need time, place and guidance from both the family and at school to develop.
 - 2) Teachers provide a safe and caring environment and help students develop all aspects of personality.
 - 3) Teaching teams and Pedagogical Leadership Committee/School Coordinator work together as an integrated team, report internally, protect and guide the process.
 - 4) Data protection applies at all times; information is not provided to families about children of other families.

- 2) Should a conflict or an issue occur between students at school that would cause a grievance or complaint from the family the following steps are applicable:
 - 1) The family organises a meeting with the teaching team to:
 - i. Verification of the incident and obtain the different angles on what happened,
 - ii. Discuss the process towards growth and solutions for the specific children involved,
 - iii. The process is put into practice,
 - iv. Follow up meeting when required.
 - 2) If the outcome of above steps still causes concern, a meeting can be organised including the school coordinator and members of the teaching team:

- i. A collaborative process is established,
 - 3) The process is put into action:
 - i. The outcome is monitored for its effectiveness,
 - 4) A follow-up meeting can be organised by family or teaching team/school coordinator when required.
- 3) Should a conflict or an issue occur involving a staff member of school that would cause a grievance or complaint from the family, the following procedure is applicable:
 - 1) The family organises a meeting with the staff member and school coordinator to:
 - i. Verify the incident and obtain the full description on what happened,
 - ii. Discuss the process towards collaborative solutions,
 - iii. A process for all parties concerned is established,
 - 2) The process is put into action:
 - i. The outcome is monitored for its effectiveness.
 - 3) A follow-up meeting can be organised by family or teaching team/school coordinator when require.

Pandemic:

The school has an appendix to the Admin Policy which is applicable in case of:

- Authorities ordering the community to go into Lockdown,
- Authorities deciding on certain sections (age-ranges) of schools that need to close or make decisions otherwise that influence the possibility of live-education,
- When Local Lockdown is deemed applicable:
 - On community level
 - On school level
 - On campus level
- Other unforeseen circumstances that necessitate in lockdown/school closure

When required, the International Montessori School of the Air® - remote learning platform will take over. This thoroughly developed platform is provided by the dedicated International Montessori team. For more information, please consult the Appendix, available on the website under the name 'International Montessori School of the Air® 'and the Covid Handbook.

Force Majeure:

Force Majeure can happen resulting in a one day or multi-day school closure. In responding to the conditions and news provided, it is aimed to keep school-closures to an absolute minimum. In the past (but not limiting to the examples) school

had to be closed on short notification on very rare occasions due to snowfall resulting in dangerous traffic conditions, or violent attacks (in Brussels or its vicinity) resulting in a region-wide state of alert. Should this occur, a reimbursement of fees or temporary exchange in Programme is not applicable.

Leadership Committee:

The school functions according to an interlinked organogram of the teaching teams, auxiliary staff and leadership.

The Pedagogical Leadership Committee (PLC) consists of a professionally educated team (varying from AMI Montessori, International Baccalaureate and Business Administration) of the following persons:

- The school coordinators
- Head of School
- HR manager
- Secondary coordinators (MYP and DP)
- Founders

Staffing Confirmation:

The school is made up of a very experienced body of staff with the majority of members having a very long-standing tenure. Staff are introduced in the Parent Handbook.

Should a change in staffing occur during the school year, this is communicated to the applicable families once the HR processes and related documentation have been completed.

Staffing for subsequent school year is communicated every year in the first newsletter of that school year. This taking into account that, as in other organisations: changes, medical leave and other leave requests can take place during the summer which may result in the need to re-establish teams.

‘A Good Start Lasts a Lifetime’:

The mission and objectives of the school promote positive and constructive values that aim towards children becoming self-regulating people and independent thinkers. Equipped with these skills, children are able to contribute to their own happiness and well-being and also that of those with whom they interact.

We wish to give you, your children, and older students, a truly enriching experience at International Montessori. The school’s exceptional environment – welcoming, sincere and nurturing – supports the child in growing into the person they are meant to become. Here, they are given the opportunity to cultivate a broad range of intelligences and associated skills, enabling them to develop into well-rounded individuals who think critically, and who care for themselves, others, and the environment at large.