Is there a preference given to a child applying or in waiting list whose family member is already enrolled with the school?
Yes, preference is given to a child who has a sibling already enrolled in the School.

Can you please clarify on the relation between classroom and session. As mentioned in the case study different students can have different number of sessions, so how is that managed within the same classroom.
There are 3 classrooms: Little House, Big House 1 and Big House 2. In the Little House they carry out 1 session per week on a Friday. In Big House 1 and Big House 2 they carry out 9 sessions per week: Mon am, Mon pm, Tue am, Tue pm, Wed am, Wed pm, Thu am, Thu pm and Fri am.

Is there any way the Montessori association interacts with the system? Do we use the enquiries that they receive or does the system make any promotional material for them? We were told that we can treat them as external and out of scope to the system. Please correct if otherwise.
The Montessori Association is out of scope for the development of this system.

Is there is an external body that governs the bond deposited by the parent?
No, the bond is handled by the Pre-school, and in particular the Treasurer. All, your system needs to do is record that it has been received.

Development of a website to provide information to prospective and current parents

What is the Montessori Association, what information is available with regards to this organisation?
See response above. With regards to the website a link can be provided to the Montessori Association.

What contact details are available for the Fountain Lakes Montessori Pre-School (FLMPS)?
All contact with the Pre-School must be made via your Studio academic staff.

What information is required relating to fund-raising and community events?
We will give you a list of events shortly, or you can make them up in the interim. It should not affect the development of your system.

What current information is available about the Montessori philosophy?
We will provide you with information for the website shortly.

What / how would the client like the most up-to-date list of events to be organised? (By age of child / activity / event)?
By date, showing the name of the event, the group of adults and/or children it is aimed at, and the requirements for the event.

What information is available for the ‘requirements’ for certain events? For example with the music scenario outlined, does the client wish for additional information to be posted on the site? eg. the locations of where to get musical instruments?
The requirements should allow detailed information to be posted so that anything like the example you gave above can be added.

Do we need class lists / allocations on the website?
The whole system will be web-based so yes.

What theme does the school run with – eg tailored to the parents? Kids?
Definitely the kids.

Is there a standard enquiry form?
No, you will need to develop one with the information you have been provided.

**On the website will there be a posting of the weekly schedule?**
Only the special events.

**Is there an existing website?**
No

**Who intends on maintaining / updating the new website?**
It will have to be the Pre-School, so we really want it to be very easy to update.

**Do you want the website to have a username and password?**
Yes

**Where is the database - to capture web enquiries - going to be stored?**
I have no idea … I thought you were the IT consultants and you would be able to advise us.

If parents have children who are enrolled and the parents have access to the net, do you want bulk mailouts sent to these parents advising them of upcoming events / important events.
That sounds like a good idea. You may want to consider that as an add-on once you have got all the other bits of the system working.

*Management of Enquiries / Waiting Lists / Allocations*

**Who processes the enquiries? Is it the teachers, admin staff, a principal?**
We have just one admin staff member, and she processes all the enquiries.

**How long can a child stay on the waiting list?**
I have already answered this. Please look at the previous interview notes.

**Can a parent enrol a child before they are even born?**
No

**If a child is say 1, can the parent enrol the child in 1 – 2 years time?**
Yes

**Can we assume the system will reject any child over the age of 3½, with all others (from 0 – 3½) will go thru the assessment process?**
No, we cannot assume that as we sometimes do take in children who are older.

**Will the information captured on the current enquiry form remain or will additional information be required?**
Additional information will be required as shown on the enrolment form.

**Can children be ‘bumped’ up the waiting list / put on top of it for any reason? (Regardless of child type)**
Yes they can. The teachers/committee can decide to do this. We do not want the computer system to make the decision for us, we just want it to help us make the decision by providing good quality information is a suitable form.

**When parents contact the client at community events / other means, how is the enquiry form sent to them? – posted / emailed / faxed?**
There is no enquiry form. We just write down the information on bits of paper. As I have said before we definitely do need an enquiry form.

**Why would they need details about siblings that have attended the preschool?**
Siblings do get preference on the waiting list. In fact, they are pretty much guaranteed a place.
How do you tailor a package of sessions to the individual needs of a 3 year old?
You do not need to worry about this, as the system will not be doing it. All the system should be doing is
telling us what type of space is available in each session.

What is the max number of children (of 1 type) that should be allowed on the waiting list?
There is no maximum, the administrator just informs the parents if there are a lot of a particular type.

If the classroom is not balanced how does the client wish the allocations to be distributed?
The system should show the distribution and highlight where there are possible issues, but should not do any
allocations.

What information is available relating to the 2nd Big House? Will it operate like the original Big House?
Yes, it will operate exactly like the original Big House.
Will the ‘suitable’ child ratio still be required?
Yes

Management of Enquiries inc. Class Allocations

Who gets preference for places? Children from the little house that go into the big house, or children
that haven’t gone to the little house and are wanting to go straight into the big house (provided they are
the right age and are deemed suitable)
Children who are already in the Pre-School would automatically move on when they are ready, so they are not
even on a waiting list.

Does a child have to go thru the little house to be eligible to get into the big house?
No

How many children are accepted into the big house that has not attended the little house?
There is no number, it varies from year to year depending on the requirements of the Pre-School and who is on
the waiting list.

What if the big house is full of 3 year olds and there are no places available for the transition children
from the little house, what will happen to them? Where do they go?
That would not happen, as we always know that they are coming and that is catered for in the planning.

If the max number of children transferring from the little house to the big house each term is 10, how
can it be considered the norm when there will be 15 empty places remaining per session?
That is not how it works as the Big House does not empty out. A few children leave and a few children join in.

We need more information with regards to the little house – transitions and the big house to fully
understand the process.
You will need to ask more specific questions.

What is the max number of children allowed on the enquiry lists / waiting lists / class allocation list /
current enrolments at any one time?
No maximum for enquiries or waiting lists. The class allocation list is just a list of who is in a particular
class/session.
With current enrolments – it varies completely. We need only be concerned that any give session in the Big
House(s) does not exceed 25, and the Little House does not exceed 10.

How long are the sessions per day?
Mon to Fri AM 8.45am to 12 noon
Mon to Thu PM 12.45 to 3.00 pm
Fri AM (Little House) 9.30am to 11m45am

What do they involve? Is there a weekly schedule of events?
This information is not necessary for developing your system.
What is the difference between allocation and enrolment?
An allocation is a guarantee of a place in the Pre-School. For example, if the Pre-School knows at the end of Term 1 that a child is leaving at the start of Term 3, then they will tell a parent on the waiting list that a space will be available for their child to start in Term 3. If the parent takes up the offer then they are allocated that space. Therefore, the place has been allocated in Term 1 even though the child will only be enrolled in the Pre-School in Term 3. The child will not appear on any class lists, etc. until Term 3.
An enrolment is when a child has actually started at the Pre-School.

Can children swap between the two big houses if the places are not available in one of the houses?
Yes it is possible but not ideal. Big House 2 has only just opened, and it is not something we are expecting to do.

Does the client wish for the maximum amount of children per session per day, or is it expected that there will be ‘lighter’ days than others?
There are generally some days that are “lighter” than others. This is generally the case because we are expecting movement from the “Little House” and we need to ensure that there are available spaces.

What happens if a three year old is not ready to go to the big house? Do they stay in the small house?
Yes.

What guidelines are available to determine when a child is suitable for the transition?
Why do you need this information to develop a computer system for us. This is done by the teacher and not something that you need to concern yourself with.

What is the minimum # of kids that will b required to ensure a session runs?
There is no minimum.

Management of School Fees and Bonds

Are their discounts available for more than one child attending the school from the 1 family?
No

What if a parent does not pay the $600 bond?
The child would not be enrolled and would not start in the Pre-School.

How long does the child remain in the system?
Some start at 2 and leave at 6, but it varies.

What if a parent does not pay the session fees after the 3 weeks have expired?
They are sent reminder notices.

What happens to the child’s enrolment? The parents’ bond?
Thankfully, it has never been that extreme. The committee would decide what to do if this situation should arise. All the system has to do is highlight where fees are outstanding.

If the fees are paid for the term and the child does not attend a suitable amount of the allocated classes, can the child’s enrolment be forfeit and a more suitable child take their place?
No. If there was a problem the teacher / committee would speak to the parents to find out the reason for their absence.

What details are the pre school legally allowed to delete (if they are allowed) of parents and children if they leave the school?
We archive all the information. I am not sure what the legal requirements are.

Are all the fees paid at once? $600 bond and the session allocation?
The bond is paid when the child is allocated a place.
The term fees for session allocations are paid when the invoice is received by the parents.
Are there payment plans?
No, but sometimes in special circumstances, a parent can pay in instalments. This is negotiated with the committee/treasurer.

Is 100% of the bond refunded if a child has completed Cycle 1?
Yes.