

Children's Montessori Center Enrollment Policy

Parent Observation

One or both parents are invited to visit Children's Montessori Center and observe in the classroom. This is an adult visit and usually lasts about 1 hour, with time after observing to talk with the Director to respond to questions.

Application /Applications Fee

Before your visit you will receive an application and tuition and enrollment information. When the application is returned, a time for your child to visit in the classroom will be scheduled. **A \$100 holding fee is required with the application to guarantee a seat. This fee will be applied towards the total tuition cost.**

Child Visits

A special time for your child to visit the classroom is scheduled. This visit usually lasts about 30 minutes. It is a time when a teacher will work one-to-one with your child, show them around, invite them to choose or help them choose some activities, and observe your child within our environment. During this visit we observe your child's level of developmental maturity to be able to be comfortable within our environment. We also look at readiness and interest in the classroom work and activities at their appropriate level to assess whether our program, staff and environment can meet the needs of your child and would be developmentally appropriate for him or her.

Enrollment Considerations

Considerations in determining enrollment within each session include a balance of the three age levels, of boys and girls, within each classroom. Priority for a grade slot is given on the following:

1. Returning Students
2. Siblings of existing students
3. Siblings of Alumni
4. Open slots not taken by the above, per date Enrollment Application received.

Priority enrollment for next school year begins in early February for current students. Contracts will be sent out to returning families the first week of February. Parents must return the requested deposit amount and the signed tuition contract within 2 weeks to hold their child's space. After priority enrollment, the applications are processed from those on file according to the date they were received in the Children's Montessori Center office. Open enrollment begins March 1st and any spaces still available will be filled based on the above criteria.

Acceptance and Tuition Contract

A letter is sent indicating acceptance of enrollment into Children's Montessori Center. At that time tuition contracts are sent to the parents of the child enrolled indicating the possible tuition payment plan with tuition fees and dates due. The completed tuition agreement and indicated deposit is to be returned within 30 days in order to confirm and hold your child's place at Children's Montessori Center.

Children's Montessori Center admits students of any race, color, and national or ethnic origin.