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## **Admissions Policy**

Rev. Nov-2009

The admissions policy of the Montessori School of Louisville is based on the educational concepts of Dr. Maria Montessori. We strive to serve a broad range of socioeconomic, religious, cultural, racial and ability groups. As often as is possible, the ages and genders of children are evenly distributed in each classroom.

### **Criteria for eligibility**

#### **Admission Requirements (for all levels)**

- All children are interviewed by a Montessori teacher during the admissions process and prior to acceptance. In addition, a completed Teacher Recommendation form is required for all students unless the child has no prior school experience. Often it is helpful for us to consult the child's previous teacher.
- All new parents meet with the Director.
- Copies of any educational or psychological testing must be submitted before admission to the school. Admissions applications are not considered complete without this information.
- Education for all children, including those with special needs, will be done within the parameters of the Montessori philosophy and its implementation in the classroom. This implementation implies a multi-sensory approach to education.
- Children are enrolled based upon our belief in their ability to acclimate to the Montessori classroom environment. New students are provided a six-week trial period upon enrollment. Additional trial period details and evaluation procedures may be established as needed.
- All required documents for a student's file must be submitted to the school prior to the child's start date. Students with incomplete files may not be admitted to school until information is complete.

#### **Toddler (Ages 18 months to 36 months)**

- Children between the ages of 18 months and 36 months by the school start date.
- Children must be in the process of toilet training. Diapers and cotton training pants are permissible. Pull-up diapers are not permitted.

#### **Early Childhood Program (Ages 3-6)**

- Children between the ages of 3 and 5 by their start date. First year and second year students may attend half day or school day. Third year students are required to attend school day.
- Children must be independent in personal toilet habits.
- Children older than 4-1/2 who have begun their Montessori education at another Montessori School may be accepted as transfers. If a child has had previous school experience, copies of school records will be required prior to acceptance.
- Children older than 4-1/2 who have no prior Montessori experience may be considered for admission after an extensive review by the Admissions Committee.

#### **Elementary Program and Middle School (Ages 6-14)**

- Prior Montessori experience for a minimum of one year in an AMS/AMI program (or equivalent) is required for elementary students. Middle school candidates must have been enrolled in a Montessori program for the elementary years prior.
- Children who have no prior Montessori experience may be considered for admission after an extensive review by the Admissions Committee.
- All transfer candidates, as part of the interviewing process, are required to spend at least a half-day in an elementary or middle school classroom.
- It is recommended that children entering the Elementary Program turn 6 by June 1<sup>st</sup> of the attendance year and meet all requirements for placement. Children turning 6 after June 1<sup>st</sup> who wish to enter the Elementary Program may do so only at the discretion of the school.
- Official records from the previous school(s) are required prior to acceptance to the program.

## **SPECIAL NEEDS CHILDREN**

Children with mild physical, mental or educational difficulties are considered for admission when special care or attention is not required. Reasonable accommodations will be made provided that no changes to the program are required and that the child does not pose a risk to himself or others. A recent diagnostic assessment by qualified professionals which identifies the child's needs within a mainstream environment is required. Periodic assessment may also be required during the school year and prior to re-enrollment. An educational assessment made during this time will determine:

- The child's progress.
- Whether continuation through the current academic year is in the best interest of the child in his/her specific environment.

## **APPLICATION PROCEDURES**

Requests for enrollment applications are taken both by telephone and in person.

- An information packet consisting of our brochure (stating the philosophy and objectives of Montessori education), a Fee and Payment schedule, as well as additional information regarding a Montessori education will be mailed or given to interested parents.
- Observation of a class by prospective parents is required. Observations are scheduled from Monday through Thursday of each week. Every effort is made to schedule them for the first convenient date. Observations are for adults only.
- Parents are supplied with observation guidelines and survey before entering the classroom. A meeting with the Director is scheduled immediately following the observation to answer questions and discuss the programs. Parents are requested to complete the observation survey.
- After application with fee submission, observation and interview, a shadowing for the child is scheduled.
- Although the school follows a rolling admissions policy, no new applicants will be admitted after Spring Break of each school year unless they are transfer students from another Montessori school.

## **ENROLLMENT**

Enrollment of students is made on a first-come, first-served basis given the following priorities:

- Returning students are given first priority until February 15th of the school year preceding fall admission.
- Siblings, former Montessori families, staff children, and children from other Montessori schools are given priority over new students until February preceding the fall admission.
- The number of children who can be accommodated depends on Montessori guidelines and state regulations. When space is unavailable at the time of application, children may be placed in a waiting pool at the parents' request.
- Enrollment contract and acceptance deposit are required within 10 days of notification that space is available.
- Parents are notified in writing when their child has been accepted.
- Specific policies contained within the financial agreement are binding.

## **CLASS PLACEMENT**

The administration and faculty of MSL make all class placement decisions. We do not accept parent requests for placement. Placements are made to maintain the balance within the classroom with respect to age and gender of children. Generally, children will remain with their classroom teacher until they are ready for placement in the next level appropriate to their educational, emotional and social needs, unless the MSL faculty and administrator believe a change is in the best interest of the child.

MSL reserves the right to place children in order to maintain balanced classes with respect to numbers of children, their ages, gender and individual needs of students. Families will be notified of their child's placement during the early part of August. Teachers will assign a starting date for new students, which may differ from the announced first day of classes. The "phasing-in" of new students allows for a smooth transition for beginning children while maintaining an even rhythm of classroom activities. All phasing-in will be completed by early September. All new elementary and middle school students begin on the first scheduled day of school.

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### **Montessori School of Louisville, Inc. – a nonprofit organization**

**Mission & Vision** - We ignite the child's innate love of learning in a diverse and nurturing community by integrating authentic Montessori philosophy with contemporary research-based educational methods. We empower each individual to make knowledgeable, responsible, and peaceful contributions to the global community.

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