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## Enrollment Procedures

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rev. Nov-2009

### **Step 1: Application & Fee**

The first step toward enrollment is to submit the following items:

- Student Application – completed in full and signed
- Non-refundable, one-time application fee, which guarantees the next available space for your child.
- Submit Teacher Recommendation form

### **Step 2: Visit & Observe**

Before enrolling your child in our school we ask that you visit, speak with the director about our program, and observe a classroom. We believe it is vitally important that each parent understands the Montessori philosophy to determine if our program is a good match for their child. There is no better way to do this than observing a class in session.

Prospective parents who have completed an application will then meet with the Director and observe a classroom. Please plan an hour for your visit and observation. During the hour we will discuss Montessori education, our program, allow you to observe a class for at least twenty to thirty minutes, and allow time for any questions. A classroom observation is the best way to determine if Montessori is right for you and your child. We ask that for this initial visit, you make other arrangements for your child. Every child needs time to adapt to a new environment and it has been our experience that parents tend to focus on their child's reaction to a new environment rather than focusing on the program itself.

Please call to set up an appointment at (502) 640-8585. These are scheduled in the mornings beginning at 8:30 am. Scheduling appointments allows us to minimize disruption in the classroom. At this meeting, prospective parents will be provided with a copy of the MSL Parent-Student Handbook, which outlines our school's policies and procedures with which all members of our community are asked to comply. Upon enrollment, parents are required to submit the handbook acceptance and acknowledgement form.

### **Step 3: Shadowing**

Prospective students are scheduled for a classroom visit, called shadowing, during the school day and only after an application with fee is submitted. This is arranged through the Director at the parent meeting. Shadowing provides prospective students an opportunity to work one-on-one with a teacher as well as interact with peers in the classroom environment. In some cases, additional observations may be required prior to acceptance. Our primary goal is to determine if the Montessori environment is a good fit for a child.

### **Step 4: Acceptance & Contract**

Letters of acceptance for both enrollment and waiting list status for the following school year are sent in January to the parents of new students who have completed steps 1, 2 and 3 above. Returning families receive priority consideration for enrollment and contracts are mailed for returning students in January.

Enrollment contracts will be sent to new families beginning in February. A non-refundable enrollment deposit is due with each contract, and this deposit is applied toward total tuition. Contracts for extended care fees are separate from tuition contracts, and no enrollment fee is due with extended care contracts. Tuition payment options include in-full payments or monthly installments. This information is provided in the contract mailing. Tuition payments begin in June.

### **Step 5: Admission & Starting School**

Admission decisions are made contingent upon completion of all student and family visits, application package and forms. The school year begins mid-August. If a student is starting mid-year, a start date will be decided upon once all required paperwork has been submitted.

### **Preparing Your Child**

New students will be assigned classrooms and teachers prior to the start of the school year. Before your child begins school, opportunities are provided for meeting teachers and other students at back-to-school events. It is a good idea to discuss school with your child, particularly in the week before beginning. It is good to stress the positive aspects of school and convey to your child that you are proud and happy about the experiences they will soon have. For some young children, their first experience at school can be frightening. They are very sensitive to any anxiety a parent feels - so be happy about the wonderful opportunity your child is about to enjoy!

### **Transition Days**

According to common Montessori practice, children will be phased-in during the first week of school. Beneficial to all children, this process entails starting the first day of classes with only a small segment of students, typically new students. Additional students are added a few at a time on subsequent days until the class is complete. Phasing-in students allows teachers to spend important additional time on a one-to-one basis with each child during the first days at school. This allows important routines to be established and helps the child feel more comfortable with school. If a child needs more transition days we schedule additional days until the child seems secure enough for the full program. It is normal for children to take time to adjust to a new environment and transition days are an important step toward being comfortable with that change. Parents will be notified before school begins of their child's transition week schedule. Please plan ahead to make any necessary child-care arrangements during the phase-in week, as there is not child care available at school during this week outside the scheduled hours for transition. Extended care begins after the transition period.

All students are accepted with the belief that they will be able to function successfully in the Montessori environment. We understand that most students experience a process of transition and we support that process. Occasionally, a student may struggle with acclimating to the social structure and expectations for following the ground rules. In such instances, parents will be contacted to work with teachers in establishing strategies that assist their child's progress. Students are given a period of up to 90 days to indicate their ability to function productively in the Montessori environment. Teachers and parents are actively communicating during this period with the goal of determining the best fit for the student.

### **Other Paperwork/Forms:**

Before your child's first day at school we require that you complete, sign, and submit the MSL Enrollment Form which provides the school with all the necessary emergency contact numbers, allergies, special considerations, and individuals authorized to pick up your child from school. Required forms can be obtained from the school's office or can be downloaded from the "Admissions" page of the MSL Web site. Any child whose file is incomplete may not begin school until all forms are submitted. Please refer to attached list of required forms.

We ask that all information be kept current, especially phone numbers and persons authorized to pick up your child. We respect the rights and privacy of current and prospective students and families and honor the confidentiality of all reports, records, interview information and/or any other information or materials obtained. No information is released without the consent of the parents or guardians.

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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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