



# Country Montessori School

## Procedure for Admission

Thank you for your interest in Country Montessori School. The following document is the Application for Admission. Please review the Enrollment Contract and Tuition and Fee agreement for the 2010-2011 rates. New families to CMS will be notified of their admission status and asked to download the enrollment contract.

### Application Criteria

#### Primary

For a child to be considered for our Primary Program, he or she must be:

- At least 3 years old by December 2 of the school year start date
- Toilet-trained

#### Elementary

For a child to be considered for our Elementary Programs, he or she must be:

- At least 6 years old by December 2 of the school year start date
- Write his/her name and write numbers
- Verbalize his/her needs
- Respect classroom rules and relate positively to peers and adults
- Read phonetically and recognize words
- Take direction from an adult
- Make work choices independently

In addition to the above criteria, prospective elementary students, 1st Level and above, from outside of Country Montessori must:

- Submit student evaluations and two letters of recommendation from their previously attended school (applications without these documents will not be accepted.)
- Pass an assessment based on appropriate academic criteria for the applied-for level
- Have student and parent interviews with appropriate classroom directresses

Applications are accepted in the following order:

1. Current CMS students whose enrollment contract and payment of required fees are received by an established re-enrollment deadline.
2. Siblings of current CMS students whose enrollment contract and payment of required fees are received by an established re-enrollment deadline.
3. New students with a Montessori background whose ages will achieve balanced age groups/grade levels within classrooms.
4. New students with a commitment to the three-year cycle.

(Continue application)



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In addition, applications for the 1<sup>st</sup> Level Elementary students will be date and time stamped. If the number of these applications from current families exceeds the number of openings in the Lower Elementary Program, the applications will be reviewed for date and time of receipt. Those applications determined to be in excess will receive priority over any 1<sup>st</sup> Level applications received from non-CMS families.

Applications from families outside CMS are received throughout the year. Regardless of the date of application, prospective students are not considered for enrollment until one month following the CMS re-enrollment deadline for current families. Date of application will be taken into consideration when all other factors are equal.

Once the school year has commenced, entrance into the program will be considered on an individual basis.

The following is a list of specific steps in our admissions process:

1. We ask interested parents to tour the school and observe a classroom. Tours and observations take place September through December every Tuesday and Thursday morning at 9:30 a.m. Appointments must be made in advance. Please call the office to schedule.
2. When the decision to apply is made, complete the application form and send it to the school with a non-refundable \$100 Materials and Registration Fee deposit, signed Tuition and Fee Agreement and the Parent Participation Policy.
3. If the application is for a 1st Level or above position from a non-CMS family, the child will be invited to an elementary classroom for assessment.
4. Admission decisions are made by the Director of Admissions, the Administrator, and teaching staff. Families new to CMS will be contacted in April regarding an admission decision. If a position is offered to your child, a non-refundable one-month's tuition deposit and balance of the Materials and Registration Fee is due. Upon receipt of the one-month's tuition deposit and balance of the Materials and Registration Fee, we will hold a place for your child in our program.
5. If a place is not immediately available, you may wish to be placed in our wait group. We occasionally experience drops through the summer and urge parents to remain in the wait group.
6. Children on the waiting list for the current year must reapply for acceptance the following year. Application fees need be paid only once.

Country Montessori School admits students of any race, color, religion, national origin, and ancestry to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Our policy of non-discrimination extends to our education and admission policies or other school-administered programs.

(Continue application)



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\_\_\_\_\_  
Child's Last Name                      First Name  
(please print clearly)

\_\_\_\_\_  
Birthdate                      \_\_\_ years \_\_\_ months  
Age by Dec. 2  
of the school year  
you wish to enroll

Female                       Male

\_\_\_\_\_  
Street Address                      City, State, Zip

Please note: The minimum age for admission to Country Montessori is two years, nine months and completely toilet-trained.

PLEASE COMPLETE

Applying for \_\_\_\_\_ School Year

Applying for:

- Primary                       3-year-old; Half Day (ltd. openings)
- 3-year-old; Full Day
- 4-year-old; Full Day
- Kindergarten (5-year-old); Full Day

\_\_\_ Nap?

\_\_\_ Lower Elementary, Grade 1 2 3 (circle)

\_\_\_ Upper Elementary, Grade 4 5 (circle)

\_\_\_ Daycare Yes No (circle)

am arrival time \_\_\_\_\_

pm pick-up time \_\_\_\_\_

Daycare is billed in 5 minute increments at \$5.00 per hour

\_\_\_ Sibling of current CMS student

Name \_\_\_\_\_ Classroom \_\_\_\_\_

\_\_\_\_\_  
Father/Guardian                      Street Address                      City, State, Zip \_\_\_\_\_

\_\_\_\_\_  
Home Phone                      Cell Phone                      E-mail

\_\_\_\_\_  
Company/Profession

\_\_\_\_\_  
Mother/Guardian Name                      Street Address                      City, State, Zip

\_\_\_\_\_  
Home Phone                      Cell Phone                      E-mail

\_\_\_\_\_  
Company/Profession

FOR OFFICE USE ONLY

Date Application Submitted \_\_\_\_\_ Check Number \_\_\_\_\_ Amount \_\_\_\_\_ Signatures \_\_\_\_\_ Checked By \_\_\_\_\_

(Continue application)



# Country Montessori School

Child's name \_\_\_\_\_

Check those that apply:

- Married
- Parents separated
- Parents divorced
- Single Parent
- Domestic partners

\_\_\_\_\_

With whom is the applicant living?                      Who is the legal guardian?

Siblings Names:                      Age:                      School Attending:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last three schools attended: 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ Current Grade Level \_\_\_\_\_

How did you hear about Country Montessori School?

- Phone Book    Internet     Advertisement in \_\_\_\_\_
- CMS Parent (name) \_\_\_\_\_  Other \_\_\_\_\_

Why have you chosen to apply to Country Montessori School?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your best estimate for how long you plan to remain at CMS? (check all that apply)

- Primary 3-4 year-olds
- Primary, Kindergarten (5 year-olds)
- Primary 3-4 year-olds and Kindergarten (5 year-olds)
- Lower Elementary, 1-3 grade
- Upper Elementary, 4-5 grade

(Continue application)



# Country Montessori School

Child's Name \_\_\_\_\_

The following information will enable us to get to know your child better.

What are your educational goals for your child? How do you see Country Montessori School facilitating these goals?

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What role can we expect the child's parent(s)/guardian(s) to play in facilitating these goals? \_\_\_\_\_

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What words/phrases come to mind in describing your child?

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Describe your child's main interest(s) and/or accomplishments.

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How do you see your child in his or her emotional and social development?

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Is your child easily distracted or does he/she distract others? Other relevant information?

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Describe your child's peer relationships.

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Does your child have any physical, psychological, or learning challenges of which we should be aware? If so, please explain.

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Describe the ways you have been and hope to be involved in your child's current school community.

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(Continue application)



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## TUITION AND FEE AGREEMENT

Country Montessori School was created and has been sustained through parent and family involvement, and that involvement is an integral part of our school. Attendance at the initial Fall orientation and a Montessori Journey, one of our parent education workshops, is required for all parent(s)/guardian(s) of new students.

I agree to abide by all regulations and policies and to attend all meetings deemed necessary to advance the Montessori education of my child. I further agree to observe the accompanying schedule of fees. I am aware that in requesting my child to be put on the CMS admissions wait list, a \$100 non-refundable deposit is required along with the signed Tuition and Fee Agreement and the Parent Participation Policy. The deposit will be credited towards the yearly Materials and Registration Fee. The fee will be refundable if the school is unable to place my child in the requested year.

To enroll my child/ren, I am aware that in addition to the Enrollment Contract, the full Materials and Registration Fee and a nonrefundable Tuition Deposit equal to one month's tuition is required to be submitted. The Tuition Deposit will be credited to the Student's account for the final month of the program. The Materials and Registration Fee is nonrefundable under any circumstances. A 30-day written notice is required to withdraw a child from the program.

### Application Checklist

- Completed and signed application form
- Signed Tuition and Fee Agreement
- Signed Parent Participation Policy
- \$100 Materials and Registration Deposit (cash or check)
- Student evaluations from previously attended schools (1st level and above)
- Two letters of recommendation from previously attended schools (1st level and above)

Father/Guardian: MANDATORY

Mother/Guardian: MANDATORY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

Date  
Accepted by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date