

ADMISSIONS CHECKLIST FOR PROSPECTIVE FAMILIES

The following information is provided as a guide to families seeking enrollment for their child at the Montessori School of Westminster. Final acceptance of the child as a student in the school is at the discretion of the school and is not predicated solely upon the completion of the below-listed items. Please contact MSW at 410.848.6283 should you have questions regarding this policy.

BEGINNINGS (ages 2 & 3) and PRIMARY (ages 3 through the kindergarten level)

- Classroom Observation* – For up to 2 adults, by appointment. We cannot accommodate child visitors during classroom observations.
- Review of MSW Parent Handbook* – Review this reference manual prior to submitting an Application for Enrollment. It is available on the school website or by request from the Office of Admissions.
- Half-Day Shadow Visit* – Candidates of age 5 and above spend a morning visiting in our Primary program, by appointment.
- Application for Enrollment* – Submit with appropriate fee & copy of the candidate's birth certificate.
Applications may be submitted at any time.

Post-Application Items:

- Parent-Child Visit* – A brief visit during which your child's response to a classroom is considered. Scheduled by appointment after submission of application for enrollment to MSW offices. For ages 2, 3 & 4.
- Assessment* – Candidates for admission of age 5 and above undergo an assessment. Assessment results are reviewed by MSW Head of School who will then discuss results with parents, upon request.
- School Records* - For children transferring from other schools, school records are ordered and reviewed.

LOWER ELEMENTARY (grades 1, 2, & 3) and UPPER ELEMENTARY (grades 4, 5, & 6)

- Classroom Observation* – For up to 2 adults, by appointment. We cannot accommodate child visitors during classroom observations.
- Review of MSW Parent Handbook* – Review this reference manual prior to submitting an Application for Enrollment. It is available on the school website or by request from the Office of Admissions.
- Shadow Day* – A day-long visit by the candidate to MSW.
- Application for Enrollment* – Submit with appropriate fee & copy of the candidate's birth certificate.
Applications may be submitted at any time.
- Assessment* – Candidates for admission will undergo an assessment. Assessment results are reviewed by MSW Head of School who will then discuss results with parents, upon request.
- School Records* - For candidates transferring from other schools, school records are ordered and reviewed.

Upon completion of the admissions process during Open Enrollment/after March 1st, you will receive, via US mail, a decision letter from MSW. Successful candidates receive a tuition contract for review and submission to MSW. The contract must be signed and returned to the school by the date on its cover, along with a ten percent (10%) non-refundable deposit. The tuition balance can be paid in installments or in full. Questions?—Call 410.848.6283

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GENERAL INFORMATION ABOUT ADMISSION to the MONTESSORI SCHOOL OF WESTMINSTER

1. The Montessori School of Westminster includes a Montessori **Middle School** program established in 1999 and administered by a middle school-trained Montessori guide. A limited number of spaces are available to qualifying candidates from outside of the school. For more information, please contact the Office of Admissions at 410.848.6283 X104.
2. **Waiting lists** are formed when available spaces are filled.
3. Children who have reached their second birthday are eligible for the **Beginnings program**. Current year enrollment is available throughout the year dependent upon the availability of space within the program. Children of age three who have not completed toilet training or demonstrate other potential benefit from an additional year in the program may be enrolled or re-enrolled in the Beginnings class.
4. Children of age three and four are candidates for the **Primary program**; parents may select a half-day **or** full-day schedule. Primary students attend five days per week.
5. Children of age five must attend the **Primary program** five full days per week (during the year considered the “kindergarten” year).
6. Students are accepted through March 15th for the current school year when space permits.
7. **Acceptance during the current school year** is predicated upon the availability of space and completion of admissions requirements. Children are eligible for the Beginnings program as they attain their second birthday and need not wait until the start of the following school year for admittance.
7. **Certain admissions requirements may be waived** at the discretion of the Head of School and/or upon completion of school programs that provide information and introduction to MSW, such as the Parent-Toddler Program.
8. Preferential enrollment status may be offered to students **transferring** from other Montessori programs.
9. A parent resource, the “**MSW Financial Packet**,” is mailed to families upon the receipt of an Application for Enrollment or by request.
10. The admissions process is altered during **summer months**.
11. New students must submit **health and immunization records** to MSW prior to the first day of attendance.
12. The Montessori School of Westminster reserves the **right to revise** this information, the Admissions Checklist, or any of its policies, at any time.

For more information, please contact the MSW Office of Admissions at 410.848.6283 X104.

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