

# Midlothian Montessori

## Admissions and Enrollment Procedures

- ◆ Schedule a school tour.
- ◆ Complete and submit the application form and fee.
- ◆ As space is available, you will be contacted for a Child Interview and given a Parent Survey to complete.
  - Pre-Primary Child Interview: For children who are 2 years and 6 months or older at the time of application, we will set up an informal visit with the child in the school setting. For younger children, we may suspend the interview until closer to the time of enrolment, conduct a home visit, or have parents and child come to visit the classroom and playground together for approximately 15-20 minutes.
  - Primary Child Interview: The Lead Teacher will meet with your child. This will be an informal meeting lasting about 15-20 minutes.
  - Elementary Child Interview and Visitation Day: The Elementary applicants will have an in-person or virtual one-on-one interview with the Lead Teacher. Following this interview, applicants first grade or above will be invited to join for a visitation day which is generally held on a school day from 9-1pm, allowing the prospective student to learn the routines of the school day and prepare them for the school year.
- ◆ Once the interview is complete, based on consultation with the Administrator, the Program Administrator will decide about the appropriateness of the MMS program for the applicant. If accepted, an acceptance letter with the enrollment contract will be given or mailed to you.
- ◆ Return all completed forms and your contract within two weeks. After that time, the opening will be offered to another candidate. A child is considered enrolled when the Enrollment Fee and all signed forms, including the enrollment contract, are returned to the office and the space is reserved for the upcoming school year.

**Admissions are done on a “rolling basis.” This means children are considered and accepted when spaces are available in the program during the current school year.**

- **Current students are offered re-enrollment in January for the upcoming school year.**
- **Siblings of current students are offered enrollment with priority in February.**
- **Contracts for new students are offered for the upcoming school year in mid-February, or earlier as space allows.**