

Tour Attended _____ Date Received _____ Application Fees _____ Check # _____ Child Interview _____



Midlothian Montessori

Application for Admission 2023-2024 School Year

Primary Program _____
M-F 8:15-12:00pm (3-6 yrs.) Primary Extended Day _____
M-TH 8:15-3:15pm & Fri 8:15-12:00pm (4-6 yrs.) Friday Care _____
Fri only 12:00-3:15pm (add-on)

Kindergarten _____ Elementary Program _____ Aftercare Program _____
M-TH 8:15-3:15pm & Fri 8:15-12:00pm M-F 8:15-3:15pm (grades 1 - 5) M-F 3:15-5:30pm (4yrs and up)

Child's Full Name _____ Name Used _____

Home Address _____

Home Phone _____ Date of Birth _____ Gender _____
Month/ Day/ Year

Siblings' Names and Ages _____

Others Living with Family _____

Father's Name _____ Occupation _____

Email Address _____

Home Address _____

Home Phone _____ Cell Phone _____
May we send text via this cell phone? Yes No Does this cell phone receive emails? Yes No

Name of Firm _____ Business Phone _____

Talents, hobbies, special interests _____

Mother's Name _____ Occupation _____

Email Address _____

Home Address _____

Home Phone _____ Cell Phone _____
May we send a text via this cell phone? Yes No Does this cell phone receive emails? Yes No

Name of Firm _____ Business Phone _____

Talents, hobbies, special interests _____

What kind of care has your child received outside your home (daycare, playgroups, Grandparents, etc.)?

What previous school experience has your child had? (Type of school and years attended): _____

What do you hope your child will gain from a Montessori Environment? _____

Child Specific Information

Does your child have any special behavior problems? If yes, please specify: _____

Have there been any unusual occurrences in your child's life? (Death in the family, moving, divorce, etc.)

Nature and date _____

Is your child toilet trained? No _____ Partially _____ Completely _____

Does your child have any special fears? If so, please specify: _____

Does your child have any speech/ hearing problems, learning differences or disabilities? If yes, please specify:

If so, is he or she receiving special help for this? If yes, please specify: _____

Does your child have any special medical needs or allergies? Please specify: _____

Does your child require emergency medication for allergies or mid-day medication administration? Yes No

Do you have any comments that you feel may add to our understanding of your child and his/her needs?
(adoption, special family circumstances, etc.) _____

I wish to enroll my child in (month/year) _____

At that time, my child will be _____ years and _____ months old.

This application must be accompanied by a non-refundable \$40 Application Fee.

Please forward the application and fee made payable to

Midlothian Montessori
122 North Courthouse Road
Richmond, VA, 23236

Upon receipt of the application and application fee, we will place your child's name in our waiting pool. We will contact you when a space is available in order to schedule a child interview. Please call our office for further information at (804) 794-8661.

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.