



# Midlothian Montessori

## Application for Admission 2023-2024 School Year

Primary Program \_\_\_\_\_ Primary Extended Day \_\_\_\_\_ Friday Care \_\_\_\_\_  
M-F 8:15-12:00pm (3 –6 yrs.) M-TH 8:15-3:15pm & Fri 8:15-12:00pm (4 –6 yrs.) 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? \_\_\_\_\_

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### 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.**