



# Montessori Learning Center

## Enrollment Procedure

*“A bright mind deserves a challenge”*

**Included is the enrollment and tuition information, please take note of the following steps of the application procedure:**

**Step 1:** Contact the school to receive an Enrollment Information Packet and Tuition Fee Schedule.

**Step 2:** If you are interested in our school, you may contact the office to schedule a parent visit and tour; the child does not accompany parents on the initial visit. The tour and parent visit should take approximately 30 minutes.

**Step 3:** After the parent tour, you may make an appointment to have your child visit the school.

- A) Incoming **Primary** (preschool/kindergarten) students will have a **short, 15-minute visit** accompanied by the parents. If you are interested in having your student attend the Primary class on an ongoing basis, parents should submit the enrollment form along with the application fee.
- B) Incoming **Elementary** students must submit the enrollment application and application fee before scheduling an observation day. Arrangements will then be made for your student to spend a full day with the class, during which time your child will be academically assessed.

The school will notify parents on the admission status of their child. Upon acceptance of your child's application, a registration packet will be sent to you.

Basic admission criterion includes gender and age composition in the current classes and the availability of space in those classes. Preference in enrollment will be given to a student/family that demonstrate long-term commitment and share the goals and philosophy of the Montessori Learning Center.

After this criterion is evaluated, priority is given in the following order:

1. Students that are currently enrolled at the Montessori Learning Center.
2. Siblings of currently enrolled students.
3. Students that have attended other Montessori programs.
4. New students based on the date of application.

### **Additional Information:**

Space in classrooms is limited. When all spaces are filled, applications are placed on a waiting list. If your application is placed on this wait list, the Administrator will offer general advice on the likely date of future admission. When your application reaches the top of the list, the school will notify the family. Student class assignments are made by the Administration. The tuition fee is due upon acceptance into the Montessori Learning Center. Classroom placement is secured upon payment of the full tuition fee and subsequent monthly tuition installments.

***The Application Fee and Tuition Fee are non-refundable.***



# Montessori Learning Center Primary & Elementary/Middle School

P.O. Box 2387, Salinas, CA 93902 (831) 455-1546 / fax (831) 455-9628

## Enrollment Application

Date of Application \_\_\_\_\_

Desired Date of Enrollment \_\_\_\_\_

Student's age as of Sept. 1<sup>st</sup> \_\_\_\_\_

•Half-Day Primary 8:15-12:30 \_\_\_\_\_

•Full-Day Primary 8:15- 2:45 \_\_\_\_\_

•Elementary Program grade \_\_\_\_\_

•Extended Care Program \_\_\_\_\_

Child's Name \_\_\_\_\_ Girl \_\_\_\_ Boy \_\_\_\_ Date of Birth \_\_\_\_\_

Parent's Name \_\_\_\_\_ Parent's Name \_\_\_\_\_

Home Address \_\_\_\_\_ Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Child resides with: \_\_\_\_\_ Mother \_\_\_\_\_ Father Other: \_\_\_\_\_

Primary Billing Address: \_\_\_\_\_ Mother \_\_\_\_\_ Father Other: \_\_\_\_\_

**The application fee of \$100.00 (one hundred) dollars per child is due at the time of application. Application fee and tuition fees paid are non-refundable. Initial: \_\_\_\_\_**

**I understand the application fee and tuition fee paid are non-refundable.**

\_\_\_\_\_  
Signature Date \_\_\_\_\_

Montessori Learning Center accepts new students into its Primary Program at the beginning of the fall term and in January, if space is available. New students are accepted into the Elementary School Program at the beginning of the fall term. Each level of the Montessori Program covers a three-year curriculum. For this reason, priority enrollment is given to applicants, ages 2 ½ - 3 ½ in the Primary and ages 6 - 7 in the Elementary Program. The Elementary Program is divided into lower elementary and upper elementary levels. The school term runs approximately from August to June. On-site camps are held in the summer at the primary and elementary levels

Applicants for the Elementary Program are required to attend a visiting day at the school after the parent has completed an observation visit and meeting with the Administrator. The teacher will make an assessment of the applicant's skills during the visit. Applicants accepted into the program without prior experience in a traditional Montessori Program may be required to attend one academic summer session. The Montessori Program allows students to progress at their own level; it most benefits the student who is motivated to learn and can work independently or productively in a small group.

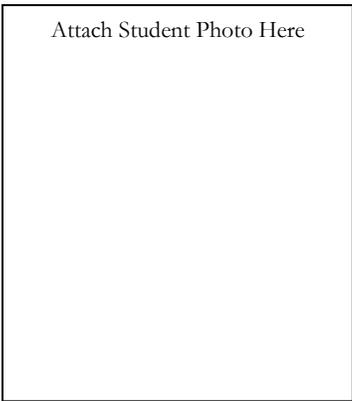
Applicants for the Primary Program do not attend a visiting day, however, after the parent has met with the Administrator and observed in the classroom, a time will be arranged for a brief visit with your child to the school. Parents are asked not to bring children to their initial classroom observation visit and meeting with the Administrator. All students entering the Primary Program must be toilet trained.

Montessori Learning Center is a traditional Montessori program. Our teachers are certified by nationally and internationally recognized Montessori training centers. Each class has a prepared environment to stimulate and invite the child's interest and response. The materials are open-ended, providing the child the opportunity to maximize his/her individual potential. Montessori Learning Center is owned and operated by Pacific Montessori Associates, Inc., a privately owned California corporation.

License # 270710209

Montessori Learning Center is a private nonsectarian school that does not discriminate on the basis of race, creed, religion, age or sex in either its admissions or employment policies.

Student Name: \_\_\_\_\_



We would like to have some additional information about your child that may be helpful or offer insight as to how we can best educate him/her at our school. Information provided does not preclude enrollment and is used solely to obtain a complete picture of your child.

Current School: \_\_\_\_\_

Reason for Changing Schools: \_\_\_\_\_  
\_\_\_\_\_

Does your child have any learning challenges the school should be aware of? \_\_\_\_\_

If yes, please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any allergy or medical concerns the school should be aware of?

If yes, please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What interests, hobbies or activities does your child have or enjoy participating in?

\_\_\_\_\_  
\_\_\_\_\_

Other information that you feel may be helpful: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

OFFICE USE ONLY: Appr. date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Classroom assignment: \_\_\_\_\_