



## ADMISSIONS CHECKLIST FOR PROSPECTIVE FAMILIES

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

Copies of any educational or psychological testing must be submitted. Any IEPs must be provided before children visit the school. Children are considered individually. Specific trial periods and evaluation procedures may be established as needed.

### ALL CANDIDATES

- Classroom Observation* – For up to 2 adults, by appointment between late October and early May. Families seeking enrollment at other times will participate in substitute sessions such as tours, conferences, etc.
- 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.
- Application for Enrollment* – Submit with appropriate fee & copy of the candidate's birth certificate. Available online at: <https://montessorischoolofwestminster.org/application/>. **Applications are accepted year-round.**

#### **Post-Application Requirements:**

- Assessment* – Candidates for admission for the kindergarten year or older undergo an assessment at MSW. Assessment results are provided in summary form orally upon request.
- School Records* - For children transferring from other schools/programs, kindly provide school records for review.

### BEGINNINGS

**Ages 2 to 3  
&  
PRIMARY  
Age 2 yrs., 9 mos. through  
the kindergarten level**

- Toilet Training Requirement* – Candidates for the Beginnings program need not be toilet trained. Candidates for the Primary program must be fully toilet trained and able to use the bathroom independently.

#### **Post-Application Requirements:**

- Half-Day Shadow Visit* – Candidates of age 5 and above spend a morning visiting in our Primary program, by appointment.

### LOWER ELEMENTARY

**Grades 1, 2, & 3**

**&**

### UPPER ELEMENTARY

**Grades 4, 5, & 6**

#### **Post-Application Requirements:**

- Shadow Day* – A visit by the candidate to MSW's elementary programs, usually for one full school day.

## NOTIFICATION OF ENROLLMENT DECISION

Upon completion of the admissions process during Open Enrollment/after March 1st, you will receive a **decision notification** from MSW. Successful candidates receive a **tuition contract** for review and submission to MSW. The **Financial Guide** and **Parent Volunteer Commitment Manual** are included as helpful resources for new families. The tuition 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

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

## WHAT COMES NEXT?

- MSW Summer Camp (optional)
- Summertime New Parent Orientation
- Complete Student Health Inventory & Emergency Card
- Classroom Assigned
- Supply Lists Provided
- Access to MSW Digital Systems & School News
- Website Access
- Staff Visits to students' homes
- Attend All School Night event (parents only)
- Community Cookout & Classroom Visits for students and their families
- School begins: Tuesday after Labor Day at 8:30 AM
- Begin submitting Parent Volunteer Work reports to office
- Join MSW Parent Organization (optional)
- Read & respond to MSW's weekly email newsletter

## 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. Students without Montessori background must attend at least one year of Upper Elementary before qualifying for MSW's Middle School program.
2. **A pool of candidates for enrollment** is created 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 if space is available. 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 two years, nine months through age four who are fully toilet-trained are candidates for the **Primary program**; parents may select a half-day or full-day schedule. All Primary students attend five days per week.
5. Children of age five must attend the **Primary program** 5 full days per week during the year considered the "kindergarten" year. A full day is from 8:30 AM to 3 PM. Before- and After-School care programs are available for an extra cost.
6. Students are accepted through March 15<sup>th</sup> for the current school year when space permits. **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 MSW's discretion 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 Guide**," is provided to families upon the receipt of an Application for Enrollment or by request.
10. The admissions process may be altered during **summer months**.
11. New students must submit **health and immunization records and a copy of the birth certificate** to MSW prior to the first day of attendance in any program, including MSW Summer Camp.
12. The Montessori School of Westminster reserves the **right to revise** this information, the Admissions Checklist, or any of its policies, at any time.