



Application for Admission

Please read all sections, initial, and sign where indicated.

FOR OFFICE USE ONLY
App. No. _____ School Year _____

Admissions Procedures

Please read all sections, initial, and sign where indicated.



Child's Full Name _____
First Middle Last Preferred

Date of Birth ____/____/____ Age _____ Gender _____
Asian Black Latinx/Hispanic Middle Eastern Native American Native Hawaiian/Other Pacific Islander White 2 or More Races Other _____

Home Address _____ Primary Phone _____
Street Address First Contact Number

City State Zip

Please list all current or previous schools child has attended:
1. _____ Through age or grade completed
2. _____ Through age or grade completed
3. _____ Through age or grade completed

Family: Parent/Guardian1 Mr. Mrs. Ms. Dr. Parent/Guardian 2 Mr. Mrs. Ms. Dr.

Home Address _____ Home Address (if different) _____
Name Name Street Address Street Address

City State Zip City State Zip

Home Phone _____ Home Phone _____

Cell Phone _____ Cell Phone _____

Email Address _____ Email Address _____

Employer _____ Employer _____

Position/Occupation _____ Position/Occupation _____

Employer Address _____ Employer Address _____
Street Address Street Address

City State Zip City State Zip

Business Phone _____ Business Phone _____

Other children in the family? No Yes (please list below)

Name _____ DOB _____ Grade _____ School _____

Name _____ DOB _____ Grade _____ School _____

How did you learn about the Montessori School of Westminster?

web site mailing open house advertisement: _____
Please Specify

I was referred by: _____ Other: _____
Please Specify

Why would you like your child to attend the Montessori School of Westminster? _____

Is there anything in your child's health or behavioral history that would have any bearing on full participation in school activities? Be sure to include any allergies your child may have. No Yes Please describe.

Campus Visit

Parents/guardians attend an Open House, classroom observation, or an individual tour of the campus.

Observations

Parents/guardians and/or students applying to grades 7 - 9 are welcome to schedule an in-class observation prior to submitting an application. The observation season is October 15 - April 30 and offered by appointment only. All Beginnings, Primary & Elementary classroom observations will be conducted by adults only; however, prospective students are welcome to tour the campus by appointment or view a classroom outside the normal class session. Students of age five or older may schedule a shadow classroom visit.

Application Process and Testing Fees

- A non-refundable application fee of \$100 per student made payable to the Montessori School of Westminster is due with the submission of this application form.
 - An assessment fee will be collected for students FIVE years of age or older as of September 1 of year enrolled. The assessment fee will be collected by School Search Group when the assessment is administered.
 - Assessment results are the property of the Montessori School of Westminster.
 - Upon review of the applicant's complete admissions file by the MSW Head of School, decisions are made to accept, decline, defer, or place the candidate in our qualified wait pool should space not be available.
- _____ (Please read & initial.)

Enrollment Decisions

Parents/guardians of candidates who are accepted to the Montessori School of Westminster are asked to enroll their child by returning the signed Tuition Payment Agreement for each student admitted, indicating the total tuition amount and a selected payment plan from available options. _____ (Please read & initial.)

Health Information and Birth Certificate

Parents/guardians must furnish appropriate health history, immunization data and medical examination findings. A copy of a first time applicant's birth certificate is due with the submission of this application. _____ (Please read & initial.)

Parent Volunteer Commitment (PVC)

Because the cost of operation is considerably more than is collected in tuition, parents/guardians are required to either pledge a minimum of 30 hours of Parent Volunteer Commitment (PVC) work per family or pay a \$450 PVC waiver fee. For additional information, please refer to the last page of this application. The PVC commitment is prorated for mid-year enrollees. _____ (Please read & initial.)

Your signature below indicates that you have read, understand and accept the terms/conditions outlined above. You hereby affirm that you have received, have read, and understand the information and policies contained in the **MSW Parent Handbook**. If you have accessed this document via our website or other electronic media, it is your responsibility to receive a copy of the Handbook by contacting MSW and making a request for it.

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____

Policy Changes

The Board of Trustees reserves the right to change admissions and/or other policies at any time.

Photographs

Any photographs taken in school or on a Montessori School of Westminster-sponsored field trip may be used by the school for publicity including social media. _____ (Please read & initial.)

Hold Harmless Agreement

The Montessori School of Westminster will not be held responsible for any injury to any student(s) while he or she is at the school, in the classroom, on a field trip or while en route to the school, classroom, or any trip. _____ (Please read & initial.)

Classroom Preference

Classroom preference is not guaranteed. Placement will be assigned according to the date of application, space availability, and age/gender balancing of each classroom. _____ (Please read & initial.)

Removal of Students

The Montessori School of Westminster Head of School reserves the right to remove a child from the program at any time for cause, in which event full yearly tuition is due and payable, and no refund of prepaid tuition will be made. _____ (Please read & initial.)

Confidentiality Statement

To ensure the welfare of all students at the Montessori School of Westminster, parent/guardians must agree to the following confidentiality statement.

I/We respect the privacy of each student and his/her family. If I/we encounter or witness information regarding any student or his/her family, I/ we will assume that everything is confidential and treat that information accordingly. Confidential information might include information regarding a student's academic performance, his/her behavior, or family issues that might arise throughout the year. This information could be observed or overheard, but either shall be treated the same way. I/we will not disclose confidential information regarding students or staff in discussions with family or friends. I/we will uphold this confidentiality statement in all activities associated with the school including those not specifically listed. I/we will extend the full level of privacy to all students and staff at all times, and if unsure will seek guidance from the Head of School. Should I/we violate this policy, I/we understand that, at a minimum, we may no longer be permitted to work and/or volunteer in the school with the students. By signing below, I/ we agree that I have read and understand this Confidentiality Statement and will comply with all of the conditions outlined in this agreement. _____ (Please read & initial.)

Please refer to the **annual MSW Tuition Rates sheet for pricing and fee information**. Applications are accepted year-round. Acceptance notifications are mailed after March 1st for Open Enrollment. When space is available, mid-year admission is considered.

Desired Enrollment Date: _____

Beginnings Please check the program for which you are applying:
 Beginnings students must be at least 2 years old to enter the program. If your child meets these stipulations, would you be interested in immediate entry? Yes No

Tuesday, Wednesday, Thursday

Part-Time Beginnings (for ages 2-3)

- Half** day program 8:30 AM - 11:50 AM
- Extended** day program 8:30 AM - 3:00 PM

Monday through Friday

Full-Time Beginnings (for ages 2-3)

- Half** day program 8:30 AM - 11:50 AM
- Extended** day program 8:30 AM - 3:00 PM

Primary Monday through Friday
Primary (for ages 3 - kindergarten)

- Half** day program 8:30 AM - 11:50 AM
- Extended** day program 8:30 AM - 3:00 PM

Children of age 4 and above must attend 5 days per week. Children who have reached their kindergarten year must be registered for "Extended" day.

Napping Policy: Students enrolled in the Beginnings program who stay during afternoon hours will nap after lunch. Students of age 3 to 4.5 who stay at MSW during the afternoon will begin the school year in the "napping classroom" that provides options for sleeping and/or quiet activities. Faculty & staff will evaluate the needs of students on an on-going basis, and each student's program enrollment will be adjusted to accommodate their appropriate developmental phase. Students of ages 4.5 to 5 will participate in the MSW extended day program which is conducted in Primary classroom space during afternoon hours.

- Elementary** "Grades" 1 - 6
- Middle School** "Grades" 7-9

Entire Student Body: Options

- All students may register to attend **Before School Care** from 7:00 AM to 8:30 AM.
- All students may register to attend **After School Care** from 3:00 PM to 6:00 PM.

Parent Volunteer Commitment (PVC) Contract

The Montessori School of Westminster is a non-profit school. Because the cost of operation is considerably more than is collected in tuition, all families are required to either pledge to serve 30 hours of Parent Volunteer Commitment time per year or pay a **\$450*** PVC fee. The PVC commitment is prorated for mid-year enrollees.

Parent participation is integral to the functioning of the Montessori School of Westminster. Without it, the school would lose its sense of community, and tuition would increase dramatically. Every moment parents spend participating makes our school stronger for the student. All jobs parents do are jobs we would otherwise pay someone to do, thus spending thousands of additional dollars.

PVC work is defined as those projects that the Montessori School of Westminster staff requests. The PVC administrator keeps track of PVC hours by PVC report forms. Families use the honor system to report PVC hours. (Continued in next column.)

Materials used in PVC projects can be dealt with in one of two ways: Families can fill out an expense request to be reimbursed for money spent; or, families can report PVC hours at the ratio of one PVC hour for every \$15 spent. Other materials donated to the school are still viewed as donations (e.g., books donated to the school are a donation, not a PVC project).

We understand families are very busy and may not be able to commit additional time to volunteer work, which is why we also have the PVC fee option available.

Your decision regarding your PVC commitment will be made a part of your Tuition Payment Agreement (TPA), your contract for payment to the Montessori School of Westminster.

***Subject to increase for school year 2022-2023**

Return this form with required fees and documents to:

The Montessori School of Westminster
Admissions Office
 1055 Montessori Drive
 Westminster, MD 21158
 410.848.6283
 office@theMSW.org

The Montessori School of Westminster admits students and conducts its employment practices without regard to race, color, religion, gender, national and ethnic origin, sexual orientation or disability.

FOR OFFICE USE ONLY:

- Date Received _____
- Date Application Fee Received _____
- Acknowledgment _____
- Birth Certificate Received _____
- School Records Ordered _____
- Assessment Scheduled _____
- Parent Handbook _____
- Financial Packet _____
- Class Grid _____
- Status _____



Montessori School of Westminster

1055 Montessori Drive Westminster, MD 21158
 410.848.6283 www.theMSW.org

We are a Montessori Environment

guiding students to be ...



...inquisitive,

independent, and

self-motivated citizens.

Application for Admission

The Montessori School of Westminster is committed to individual and organizational efforts to build respect, dignity, fairness, caring, equality, and self-esteem in our students, staff, and community resulting in an environment that is inclusive of all. We recognize that diversity includes, but is not limited to, culture, gender, sexual orientation, age, traditions, beliefs, physical attributes, and access to resources. We strive to create curriculum, programs, and activities that encourage diversity and a high regard for all.