

AMHERST MONTESSORI SCHOOL **Admissions Procedures**

The Amherst Montessori School has, as its fundamental purpose, the provision of toddler, children's house, kindergarten and elementary Montessori education to children and families from Amherst and the surrounding communities regardless of race, religion, cultural heritage, political beliefs, marital status, sexual orientation, national origin and/or differing abilities.

SCHOOL VISITS

Enclosed is your Application Packet. Once you have read the enclosed materials, call the school to schedule an appointment to observe our classes. While you are considering AMS, we encourage you to visit the school and/or to speak with the Head of School before submitting your application.

OBSERVATION

We encourage interested parents to visit the school to observe for about an hour during the morning work period, generally between 9 and 11 a.m. Although teachers are not available to talk with you at this time, you may schedule a meeting to speak with one of them at another time.

PARENT INFORMATION MEETINGS AND OPEN HOUSES

From time to time, we host parent information meetings and open houses that give you the opportunity to explore the classrooms, talk with the Head of School, hear about our educational philosophy and programs, and to ask questions. These meetings are for adults and are about an hour and a half long, usually in the evenings. If you are unavailable to attend an evening meeting, the Head of School may meet with you during the day.

APPLICATION FOR ADMISSION

If you are interested in applying to enroll your child following your visit, submit your application form by mail along with the \$30 Processing Fee.

SCHOOL VISITS PRIOR TO ADMISSION

Once your application has been received, we will arrange for your child to meet with one of our teachers. This visit usually takes place after school in one of the classrooms but may also be scheduled during the school day. Your child will have an opportunity to explore the classroom, try out some of our materials, and get to know a teacher. While you are considering AMS, we encourage you to return to the school to observe the classes or arrange to speak with the Head of School as often as you like.

ACCEPTANCE

Once your child has been accepted, you will receive an acceptance letter with two copies of the Enrollment Contract and Reservation Agreement form. The Advance Tuition Deposit is due upon submission of the Enrollment Contract and Reservation Agreement and both are required to reserve a space for your child. Once you have signed the enrollment contract, the Advance Tuition Deposit is subject to the terms and conditions of the Enrollment Contract and Reservation Agreement. The Advance Tuition Deposit remains on file with the school as long as your child is enrolled. Upon disenrollment, it may be applied to your child's last month's tuition payment.

ACCEPTANCE FOR SEPTEMBER OF THE UPCOMING YEAR

In mid-March, we send out the first set of acceptance letters with contracts for those families with an application on file. The Enrollment Contract and Reservation Agreement and Advance Tuition Deposit are due by April 15 and are required to reserve a space for your child.

Please see reverse...

Late spring and summer applicants will be accepted on an ongoing basis as they complete the application process. We will reserve a space for your child in the school only after receiving your Enrollment Contract and Reservation Agreement and the Advance Tuition Deposit.

ORIENTATION AND PHASE IN

Prior to the time your child starts classes — either in August or during the year — the teacher will conduct meetings with the parent/s and the child at school and at the child's home (Toddler and Children's House only) to facilitate a smooth transition for the child to school. New children are phased-in to the classroom gradually on a schedule that works well for the class, the parent/s and the child's comfort.

MID-YEAR MOVE TO A CLASS

When children become age eligible and are deemed ready by the child's teacher and parents, they will be scheduled to transition to the next classroom level. Toddler parents are expected to participate in the toilet training curriculum, which begins around the age of 2 years, so those children will be able to reliably toilet themselves by the time they enter the Primary level.

YEAR ROUND ENROLLMENT

Children are admitted to the classrooms when there is available space. Enrollment takes place on a first-come, first-serve basis following a successful recommendation by the interviewing teacher. Classroom composition is also influenced by an effort to maintain age and gender balance.