



# Admission Process

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## THE NEW SCHOOL MONTESSORI



**Parent initiates inquiries about TNSM** by phone or internet and requests informational brochure.

**Parents and children can attend Open House(s)** on a Sunday afternoon scheduled in mid October, late January, or late April.

### **Parent Visit / Observation / Tour is required**

- Beginning in October, parent observations are scheduled weekday mornings and last approximately 1 1/2 hours.
- The visit includes in-class observation, a tour of the school, and meeting with the Admissions Director to answer questions and discuss information about TNSM and receipt of a packet of information, including an application.

### **Parents submit application**

#### **Child Visit**

- Classroom visits are scheduled for children after an application is submitted.
- “3 and 4-year-olds-to-be” visit individually with a teacher for about 15-30 minutes.
- Kindergarteners-to-be visit for an hour and a half during regular morning class time.
- 6-9 year-olds visit from 10:00-1:00 during a school day.
- 9-12 year-olds visit for the whole school day, 8:15-2:30.
- After the visit, teachers complete an observation form about the child and indicate whether the child has been accepted.
- This form goes to the Admissions Director, who reviews applicants with the teachers, advises parents of our observations and accepts children according to the following criteria.

### **Enrollment criteria**

- Our enrollment criteria are based on determining whether the school can meet the child’s needs and on creating balance in the classroom.
- This includes balancing the number of boys/girls, racial and culture diversity, and the number of children at each age across each 3-year span.
- In the event children represent the same general characteristics, the application with the earlier date is given priority.
- Acceptance is need-blind.
- Siblings of current students are given priority and there is a 10% sibling tuition discount.
- Siblings in the same age grouping are placed in separate classes when possible.

### **Contract**

- After a child is accepted, a contract is sent. This is due back in 2 weeks with a non-refundable deposit.

### **Orientation Packet**

- In the early summer, an orientation packet for the upcoming school year is sent. This includes various forms to be completed, as well as the child’s room/teacher assignment, supply list, etc.