**Enrollment Process**

**Infants**
- Submit Application & Application Fee
  - Placement offered
  - Application placed in waiting pool (see attached)
  - Deposit/Tuition Payment submitted
  - Enrollment acknowledged

**Toddler & 3-6 Year Olds**
- Submit Application & Application Fee
  - Placement offered
  - Application placed in waiting pool (see attached)
  - Deposit/Tuition Payment submitted
  - Enrollment acknowledged

**Elementary**
- Classroom Observation by Parents/Guardians
- Submit Application & Application Fee by March 1
- Records and recommendations submitted
  - Parent Meeting conducted
- Lottery for Open Spaces
  - Child’s classroom visit may be scheduled
  - Application placed in waiting pool (see attached)
  - Placement offered
  - Deposit/Tuition Payment submitted
  - Enrollment acknowledged

**Admissions Factors:**
- Balance of classroom by gender and age (due to transition to Young Toddler classroom at 15 months)
- Date of application

**Priority is given during enrollment season to siblings and children of staff.**

**Application fee is $100 per family and is non-refundable.**

**Admissions Factors:**
- Interview with parents/guardians
- Teacher recommendations and reports
- Balance of classroom by gender and age
- Prior Montessori school attendance
- Child’s classroom visit
- Date of application