

Procedure for Admissions to the 2010-11 School year

White Bear Montessori School admits students of any economic and social class, racial and ethnic heritage, religious belief and family structure. Children between the ages of 16 months – 2 ½ years of age (as of September 1st) will be considered for our Toddler program. In order to be considered for our Children's House, a child must be between 2 ½ and 6 years of age by September 1st. Children who are between 6 and 9 by September 1st will be considered for our Elementary program. The following is a listing of specific steps in our admissions process:

1. We ask interested parents to observe the school and participate in an informational meeting. Admissions Coordinator and Head of School are present to answer your questions.
2. When the decision to apply is made, complete the application form and send in to the school with a non-refundable \$50.00 application fee (per family). Applications will be accepted in the order they are received.
3. Interview Process:
 - a. If you have applied for a Children's House position, your child will meet with one of our teaching staff.
 - b. If you have applied for the Elementary program, the student (6-9 year old) may be invited to spend a portion of the day in the elementary classroom and/or meet with the Elementary teacher. The parent is not expected to attend this session but may meet with the Head of School.
 - c. Admissions decisions are made by the Head of School and teaching staff. These decisions are based on an evaluation of the child's application, school transcripts, and the needs of existing classes with regard to balance of age, sex and ethnic diversity. Parents will be contacted regarding our admission decision two weeks after the application is received. If a position is offered to your child at that time, a non-refundable \$400.00 tuition deposit, per child, will be due. Upon receipt of a tuition deposit, we will hold a place for your child in our program and you will be contractually obligated for the year's tuition. (The school will forgive tuition after a withdrawal only if we are able to replace the student withdrawn with another child of the same age and sex from our waiting pool.)
 - d. If a place is not immediately available, you may wish to be placed in our waiting pool. We occasionally experience drops through the summer and urge parents to remain in the waiting pool.
 - e. If it is our judgment that your child would have a difficult time in a Montessori environment, we will inform you immediately after the interview. If in reviewing applications, we feel that it is unlikely that we will find a place for your child, we will inform you at that time.
 - f. Children in the waiting pool for the current year must reapply for acceptance the following year. Application fees need be paid only once.

Please call us with questions or for further information at 651-429-3710



Heather Will
Head of School



Melissa Norton
Admissions Coordinator/Office Manager