

# Procedure for Admission to White Bear Montessori School

White Bear Montessori School admits students of any economic or social class, racial or ethnic heritage, religious belief or family structure. Children between the ages of 16 months – 2 ½ years of age (as of September 1<sup>st</sup>) will be considered for our Toddler program. Children between the ages of 2 ½ and 6 years of age (as of September 1<sup>st</sup>) will be considered for our Children's House program. Children who are between 6 and 9 years of age (as of September 1<sup>st</sup>) will be considered for our Elementary program. The following list provides the specific steps in our admissions process.

1. Interested parents are encouraged to schedule a visit to the school. During the visit, parents will observe in the Montessori environments, tour the school, and participate in an informational meeting with the Admissions Coordinator. It is recommended that parents make their first visit to the school without their children so as to focus on learning about our school.
2. To apply for enrollment, complete the application form and send it to the school with a non-refundable \$50.00 application fee (per family). Applications will be accepted in the order in which they are received.
3. Interview Process.
  - a. If you have applied for enrollment in Toddler or Children's House, your child will meet with one of our teaching staff or will be invited to attend our Admissions Day in the spring.
  - b. If you have applied for enrollment in the Elementary program, the student (6-9 years 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 Admissions Coordinator.
  - c. If it is our judgment that your child would not benefit in a Montessori environment, we will inform you after the child has visited with teaching staff or attended the Admissions Day.
- a. The Admissions Coordinator and teaching staff make the admissions decisions based on an evaluation of the child's application any available school transcripts and on the needs of existing classes with regard to a balance of age, gender, and temperament. Parents will be contacted regarding our admission decision no later than two weeks after the application is received.
- b. If enrollment is offered to your child (ren) you will be offered an enrollment contract. At that time non-refundable \$400.00 tuition deposit, per child, will be immediately due. Upon receipt of the tuition deposit and signed enrollment contract WBMS will hold a place for your child in our program. Once the enrollment contract is signed, you will be contractually obligated for the school year's tuition. (The school will forgive tuition after a withdrawal only if the withdrawn student's space can be filled with another child of the same age and gender from our waiting pool.)
- c. If, when reviewing applications, we determine that we are unlikely to find a place for your child, we will inform you in a reasonable amount of time.
- b. If no space is immediately available, you may wish to have your child's name added to our waiting pool. We occasionally experience withdrawals through the summer or school year and recommend that families remain in the waiting pool for a time before considering another option for their child (ren). Children in the waiting pool for the current year must reapply for acceptance the following year, but the application fee (\$50) is waived.

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



Melissa Norton  
Admissions Coordinator/Office Manager

[Melissa@wbms.org](mailto:Melissa@wbms.org)  
[info@wbms.org](mailto:info@wbms.org)