

# WHITE BEAR MONTESSORI SCHOOL

1201 County Road E East White Bear Lake, MN 55110 651-429-3710 [info@wbm.org](mailto:info@wbm.org) [wbms.org](http://wbms.org)

## Procedure for Admission to White Bear Montessori School

White Bear Montessori School provides enrollment opportunities to children regardless of economic or social class, racial or ethnic heritage, religious belief, or family structure.

- Children 16 months - 2 ½ years of age will be considered for our Toddler program.
- Children 2 ½ - 6 years of age will be considered for our Children's House program.
- Children 6 - 12 years of age will be considered for our Elementary program.
- Age is determined for all students as of September 1<sup>st</sup> of the requested enrollment period.

Procedure for Admission:

1. Tour - Interested parents should schedule a parent-only tour of the school. During this visit, parents will tour the school with an Administrator, visiting classrooms in each level with ample time for discussion and questions.
2. Application for admission – Submit the completed Application for Admission or complete it online through [wbms.org](http://wbms.org), include a non-refundable \$50.00 application fee (per family) to the school.
3. Elementary Visit Day (applicants to Elementary Program only)
  - a) Elementary applicants: Your student (6-12 years old) will be invited to spend a portion of a school day in the Elementary classroom.
  - b) After the Visit Day, parents will meet with the Head of School and Elementary Guide to determine acceptance.
4. Acceptance/Admission –
  - a) Admission decisions are based on submission date of the child's application, the needs of our existing classes with regard to age and gender diversity, capacity, temperament, Elementary Visit Day (when applicable), and school transcripts (when applicable).
  - b) If enrollment is offered to your child (ren) you will be provided with an Enrollment Contract. At that time a non-refundable \$200.00 Enrollment Fee per child, will be due in order to hold your placement. *Once the Enrollment Contract is signed, you are contractually obligated to the school year's tuition.* (WBMS will only forgive tuition balances after a withdrawal IF the withdrawn student's space can be filled with another child of the same age and gender from our waiting list.)
  - c) If the school determines that we are unlikely to have an enrollment opportunity for your child on your desired timeline, we will inform you within a reasonable amount of time.
  - d) If a space is NOT immediately available, your child(ren)'s Application will be added to our wait pool. We occasionally experience withdrawals and it is recommended that families remain in the wait pool for a time before considering another option for their child(ren). The school will remain in communication with families in the wait pool until either a placement is determined or the family requests to be removed from the wait pool.

Please contact us at 651-429-3710 or [info@wbms.org](mailto:info@wbms.org) with questions or for further information.