



E.C. MONTESSORI & GRADE SCHOOL ENROLLMENT PROCEDURES

We are delighted that you are considering enrolling your child at E.C. Montessori and Grade School! In an effort to make the application process as smooth as possible the following is an outline of our Enrollment Procedures:

1. Tours of our facility are given by the Director, Tuesday - Friday at 9:00 by appointment. We encourage all Parents who are considering enrolling their children in our school to take a tour. The tour is approximately thirty minutes long and includes an overview of our programs, observation of the children working in their classrooms and a walk around our facilities. At each interval there will be an opportunity for Parents to ask questions.
2. Inside our Enrollment Packet, you will find an Application for Enrollment and a Questionnaire. For your child to be enrolled, these two forms must be completed and returned along with a non-refundable deposit of \$100.00.
3. Upon receipt of your application, questionnaire and deposit, a Staff member will contact you to set up a time for your child's Orientation. This initial Orientation is an informal meeting and is designed to give us an opportunity to meet your child, and for your child to meet us prior to the first day of school. At the conclusion of the Orientation, Parents will be given the remainder of our enrollment forms which must be completed and returned prior to the first day of school.
4. If you are enrolling your child during the school year, a date for the first day of school will be scheduled at the conclusion of the Orientation, if it has not already been established.

We do hope this information is helpful in answering your questions regarding enrollment, however please don't hesitate to call the school with any additional questions you may have.