

ADMISSION PROCEDURES

The Montessori School of San Antonio Admission Procedures

Thank you for considering The Montessori School of San Antonio (MSSA) for your child's education. Our admission process serves several important purposes. It allows you, the parent, to become better acquainted with our mission and practices. Likewise, it provides us with the opportunity to learn about your expectations and goals for your child's education.

TOUR – A tour will give you an opportunity to observe our classrooms, see our facility, and have questions answered about our program. Please note that tours and observation sessions are for parents only. Tours are scheduled Tuesday and Thursday mornings by appointment through the Admission Office.

APPLICATION -A completed Application for Admission and a non-refundable \$75.00 application fee are required for each student seeking admission. Applications are accepted throughout the year; however, for optimum consideration for the upcoming school year, please submit your child's application no later than February.

TRANSCRIPT/TEACHER RECOMMENDATION – Please sign and return with your application the Transcript Request form. A Confidential Evaluation Form, sent from the Admission Office to your child's present school, must also be received prior to acceptance. This information is necessary to make your child's application complete.

ASSESSMENT/STUDENT INTERVIEW - Upon receipt of your completed application records and evaluation, the Admission Office will schedule an interview for your child with a member of the MSSA faculty, who will assess academic skills, ability to concentrate, and oral communication skills. Occasionally, a classroom visitation will also be recommended subsequent to the interview. Primary-aged students are required to be fully toilet-trained and are assessed in the areas of independence, concentration, and preparedness for our program. Interviews are intended to determine a student's readiness for our programs or class placement, to familiarize the child with the school, and to establish a mutual understanding of Montessori Education between the family and school.

ADMISSION DECISIONS – You will be notified of the admission decision as soon as possible by letter or phone. Enrollment contracts are offered on a space-available basis.

ENROLLMENT OPTIONS -Upon notice of acceptance:

- a) If an appropriate space is immediately available, parents may sign an Enrollment Contract in order to secure a space. A non-refundable Enrollment Deposit (10 % of the annual tuition) is also required.
- b) When an appropriate space is not available, a Reservation form will be issued. Upon return of the reservation form, your child's name will be placed on our Waiting List. Students are admitted from the Waiting List in accordance with the Class Placement Policy. You will be contacted when a space becomes available. The Waiting List Reservation form also ensures the student priority enrollment consideration in conjunction with our Class Placement Policy for the following school year.

Admission Policy

The Montessori School of San Antonio is coeducational and accepts qualified students regardless of race, color, religion, or ethnic origin. Admission decisions are based upon the space available and an evaluation of the suitability of MSSA for each student. Generally, priority consideration for enrollment is given to applicants in the following order: (1) qualified siblings of current MSSA students; (2) qualified students with previous Montessori experience; (3) all other qualified applicants. Great care is taken to maintain a balance by gender, age, and learning differences and styles in each classroom.

The Montessori School of San Antonio admits students of any race, color, gender, creed, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, creed, or national origin in employment or in its administration of its educational policies, admission policies, financial aid programs, athletics, or other school-administered programs.

APPLICATION

Please attach
a recent
photo here.
(optional)

Date: _____

Personal Data

Child's Name: _____
(Last) (First) (Middle) (Name used)

Home Address: _____
(Street)

_____ (City) (State) (Zip)

_____ (E-mail) (Home Phone) (Cell Phone)

Date of birth: _____ Male Female Place of Birth: _____
(mm/dd/yyyy)

If a citizen of country other than United States, will I-20 Immigration Form be needed? Yes No

Date of Projected Entrance: _____

Student applicant's current grade level: _____

Level applying for*:

- Primary Half-Day (3 - 5 years) Upper Elementary (9 - 12 years)
 Primary Extended-Day (5 - 6 years) Middle School (12 - 14 years)
 Lower Elementary (6 - 9 years)

*Final placement is determined by school administration based on the student's developmental needs.

Schools previously attended (indicate school now attending, if any):

School	Dates Attended	Street Address, City, State, Zip	Phone #	Fax #

Has Applicant ever been tested for psychological purposes? _____

Has Applicant ever been suspended or expelled from school? _____

Is there any reason for Applicant not to participate in Physical Education? _____

If so, please state reason. _____

State any known health problems (allergies, etc.) that your child has and give specific instructions for the school in assisting your child in an emergency. An emergency action plan will be required for students with severe allergies. _____

The doctor prescribes and my child takes the following medicines on a regular basis: _____

Family Data _____

Is child adopted? Yes No If yes, does the child know? Yes No

List Siblings

Name: _____ Date of Birth: _____ School Now Attending: _____

List your name(s) as you wish it (them) to be used for correspondence.

Father or Stepfather residing with student

Mother or Stepmother residing with student

Name: _____
 Employer: _____
 Occupation: _____
 Position/Title: _____
 Work Address: _____
 City, State, Zip: _____
 Work Phone: _____
 Alt. Phones: _____
 E-mail Address: _____

Name: _____
 Employer: _____
 Occupation: _____
 Position/Title: _____
 Work Address: _____
 City, State, Zip: _____
 Work Phone: _____
 Alt. Phones: _____
 E-mail Address: _____

Are parents separated or divorced? _____ If so, who has legal custody? _____

*Any legal arrangements concerning the student must be notarized and provided upon enrollment.

If residing elsewhere:

If residing elsewhere:

Father: _____
 Address: _____
 City, State, Zip: _____
 Home Phone: _____
 Work Phone: _____
 E-mail Address: _____

Mother: _____
 Address: _____
 City, State, Zip: _____
 Home Phone: _____
 Work Phone: _____
 E-mail Address: _____

Send: newsletters events school reports

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In order to keep grandparents of our current students informed about school activities, we send them the MSSA newsletter and invitations to special events. Please name living grandparents and give their addresses:

Mr./Mrs./Ms. First name	Last name	Address	City	State	Zip
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

In signing this application, I understand that it authorizes The Montessori School of San Antonio to investigate my child's academic record and to secure other pertinent information necessary to reach an admission decision. I also voluntarily waive the right of access to all information and materials of any kind received by the School from any source in connection with the application. I understand that misrepresenting or withholding information may jeopardize admission or enrollment to The Montessori School of San Antonio. My signature below indicates that all the information provided on this application is correct, complete, and honestly presented.

Signature of Parent or Guardian

Date

For Office Use Only

Student Accepted

Student Not Accepted

Date

REQUEST FOR RECORDS

_____ is applying for grade _____
Name of Student

at The Montessori School of San Antonio. Permission is granted for the release of all school records including the most recent report card, standardized test results, psychological testing records, immunization record and teacher/school recommendation.

School (present): _____

Present Grade: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Fax: _____ Phone: _____

Signature of Parent/Guardian: _____ Date: _____

Please forward records of the above named student to:

The Montessori School of San Antonio
Admission Office
17722 Rogers Ranch Parkway
San Antonio, Texas 78258
Phone 210.492.3553
Fax 210.492.3484

2010-2011 TUITION

	Tuition	Tuition Protection Plan*
Primary half-day	\$6,975.00	\$315.00
Primary extended day	\$9,940.00	\$445.00
Lower Elementary	\$11,285.00	\$510.00
Upper Elementary	\$11,710.00	\$525.00
Middle School	\$13,255.00	\$595.00

Enrollment Deposit - \$750.00 per student

Application Fee - \$75.00 per applicant

*Required for monthly payment option; half is required for semi-annual payment plan; optional for annual payment