

## Admission Process and FAQs

Thank you for your interest in Sunrise Montessori School. Our school has provided quality Montessori preschool and kindergarten programs to children in Franklin and the surrounding towns since 2005. We welcome you to visit us to find out more about enrolling your child at our school.

### Check out our website

We've put a lot of information online for you to read at your convenience. Learn about the Montessori approach and philosophy, our program options and our commitment to excellence in early childhood education. Call or email our Head of School if you have questions or to set up a personalized tour.

### Visit our school

One of the best ways to determine whether a program is the right fit for your family is to visit.

**Observation visits are for parents only.** We want you to have the opportunity to focus on the classrooms, observe the daily interaction of the students and their teachers; watch small group lessons, independently chosen work and activities, social interactions and more. An Open House event is best suited for the family.

Our classrooms are set up according to the needs of the child - low tables and shelves that are easily accessible and materials specifically designed for small hands. The prepared classroom, along with our highly trained staff, support an environment where children are stimulated and challenged, but not pressured. The children experience the excitement of learning through the selection and completion of their own work. Guidance is offered by the teachers as necessary, and the children are allowed to engage in a task until they have explored all its possibilities.

### Attend an Open House

This is an opportunity for families to tour our classrooms. Not only will you have ample time to meet our teaching staff and ask questions, but you are also encouraged to speak with current parents and members of our Board of Directors, too. Your child is encouraged to explore the classrooms, work with materials and interact with other children and our teachers.

### Complete an application form and questionnaire

Once you have seen our program and want to move forward with the enrollment process, please complete the application form, questionnaire and submit these with the nonrefundable application fee of \$50.00.

### Enrollment priority

Current students, their younger siblings, children from alum families and Montessori Toddler Time participants receive enrollment priority for available spots for the upcoming academic year. The priority enrollment period ends right before our January open house. Open enrollment period then begins.

### Open enrollment

During open enrollment all applications received from prospective students are reviewed. The number of available enrollment spots for the upcoming academic year will be known at this time. Each classroom has an enrollment capacity of 20 students and classrooms are comprised of mixed ages (ranging from 2.9 to 6 years old), genders and program selections.

Please note that the school typically receives more applications than the number of available spots. In mid-February, the school will mail acceptance letters and wait list letters to applicants new to the Sunrise community.

If your family receives an acceptance letter, you must notify the school **in writing, either via email or letter** of your intent to enroll your child for the upcoming academic year **no later than March 1<sup>st</sup>**. If the school does not receive confirmation of your intent to enroll your child by this deadline, your child's application will be placed on the wait list.

If your family receives a wait list letter, our Head of School will contact you as soon as an enrollment spot becomes available. Keep in mind that our wait list remains active throughout the spring and summer months. You will have **10 business days** to accept the enrollment spot for your child **in writing** once you are notified of an available spot. If the school does not receive confirmation of your intent to enroll your child for the upcoming academic year by this deadline, your child's application will be placed back on the wait list.

### **Enrollment timeline**

A tuition contract for your child's selected program will be mailed to you in mid-April. The tuition contract outlines the financial responsibility of parents/guardians for tuition payments and the dates when payments are due. If you are considering any changes to your child's selected program (for example, switching from a half day program to a full day program), please notify the Head of School as soon as possible. Tuition contracts, reviewed and signed, are due back to the school no later than May 15<sup>th</sup>.

Invoices for tuition are emailed to families approximately 15 days before the due dates. Newly accepted students follow a July 1<sup>st</sup> through April 1<sup>st</sup> tuition installment schedule; monthly tuition payments are based on one full academic year's charges divided into 10 (ten) equal installments. This ensures that the monthly tuition payment amounts do not fluctuate regardless of the number of scheduled academic days in each month. An activity fee is also applied to the monthly invoice for each student. The activity fee (\$20.00 per month) covers expenses associated with day-to-day supplies and materials, and admission fees & costs of special events and enrichment programs (both on and offsite) for the full academic year. The weekly Sensation Station visits are included in this fee.

### **Classroom placement**

On or before August 1<sup>st</sup> newly accepted students will be notified of classroom placement (either classroom A or B). While the school does consider placement preferences, please note that our classrooms are a mix of ages, genders and program selections.

### **Nondiscrimination policy**

Sunrise Montessori School, Inc. does not discriminate on the basis of race, color, religion, national or ethnic origin, political beliefs, disabilities, marital status or sexual orientation in the administration of its educational programs and policies, admission or retention of prospective students and their families or hiring policies and other school administered programs. Toilet training status is not an eligibility requirement for enrollment at Sunrise Montessori School, Inc. Our school strives to promote a multicultural environment that is welcoming to a diverse student enrollment, faculty and community.