

Cathedral Hill Montessori School

Admissions and Enrollment Process

1. **Get in Touch**

If you are interested in enrolling your child/ren in Cathedral Hill Montessori School, please get in touch! The Head of School can be reached by phone at 651-222-1555 or emailed at info@chmschool.org.

2. **Parents' Visit**

Parents interested in the school are invited to come visit. This visit includes a school tour, a short observation in our Montessori classroom, and a session with our Head of School for additional information. Parents' visits are scheduled Monday-Thursday between 9am -10:30 am. *Parents are asked not to bring children along during the first visit.*

3. **Apply**

Parents who have visited the school may submit an *Application for Admission*, along with a \$50 non-refundable application fee.

4. **Child's Visit**

Once your application has been processed the Head of School will work with families to set up a time for their child to come visit the school. These visits can be set up Monday-Thursday, between 9am-10:30am and last for about 15-20 minutes. During this time, the Lead Guide will show your child the classroom environment, introduce him/her to other children, work with some of the materials, and observe your child. While your child is spending time in the environment, parents are given the opportunity to meet with the Head of School, ask any questions you may have about the continued admissions process and acceptance.

5. **Acceptance**

The Head of School and Lead Guide will meet to discuss the child's visit. If accepted, an enrollment packet will be sent out promptly to the family. This packet will include an acceptance letter and enrollment contract to be read and signed by the parents/guardians, authorization and health forms. A child may be placed on in the *Waiting Pool* if an opening is not yet available.

6. **A Place for Your Child**

Once Cathedral Hill Montessori School has received the signed enrollment contract, along with the \$450 commitment deposit, a place will be reserved for your child. Families will then receive their own copy of the Family Handbook, a Welcome Letter from your child's new guide, and your child's *phase-in schedule*. All enrollment forms must be read, signed and submitted well before your child's first day of school.

7. **Phase-In and Orientation**

To ensure your child has a positive experience during his/her transition to our school, we provide you with a phase-in schedule for the first week of school. The first day is 30-60 minutes, at which time parents will meet with the Head of School for a brief orientation. By the final day of phase-in our goal is for your child to be feeling comfortable enough to continue with his/her regular school schedule.