

Cathedral Hill Montessori School

Admissions and Enrollment Process

1. Get in Touch

If you are interested in enrolling your child 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 first invited to come visit (virtually). This visit includes a school tour, a glimpse into our Montessori classrooms, and a session with our Head of School for additional information. Parents' visits are scheduled Monday-Thursday between 10am -11:00 am. *Parents are asked not to bring children along during the first visit.*

3. Apply

Parents who have visited the school will receive an email containing tour and admissions information as well as the *Application for Admission*, which they submit along with a \$50 non-refundable application fee (unless applying for tuition aid).

4. Acceptance or Waiting Pool

The Head of School will process the application within 1-3 weeks. 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 signed by all parents/guardians. Families will have *two weeks* to respond to our offer of acceptance. If an opening is not immediately available, your child may be placed in the *Waiting Pool*. (Read more about our Wait Policy).

5. A Place for Your Child

Once Cathedral Hill Montessori School has received the signed Enrollment Contract, along with the Registration Fee (\$400), 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 signed and submitted well before your child's first day of school.

6. Child's Visit

Once a child's place has been reserved, the Head of School will work with families to set up a time for their child to come visit the school. During this time, the Lead Guide will show your child the classroom environment, introduce some of the learning materials, and observe your child—a 15-20 minute process. While your child is spending time in the environment, parents are given the opportunity to meet with the Head of School and ask any questions about the continued admissions process.

7. Phase-In and Orientation

To ensure your child has a positive experience during his/her transition, we provide you with a *Phase-in Schedule* for the first week of school. The phase-in takes place over the first 3-6 days, depending on which program schedule you select for your child. This gradual process sets children up for comfort and success to proceed with his/her regular school schedule.

The admissions and enrollment process will take a minimum of 2-3 weeks, please plan accordingly. Cathedral Hill Montessori School admits students of any economic and social class, racial and ethnic background, religious belief and family structure.