

The Glen Montessori School

We are delighted that you are considering The Glen Montessori School for the 2003-2004 School Year. We would like to inform you of our basic enrollment procedures that will help you in this very important process.

Enrollment Procedures

Registration and Admission Form. After you have had the opportunity to observe our school, we will give you a Registration and Admission Form to fill out. On the back of the form is some valuable information about your child to help us get to know your child more quickly. You should fill out the form and return it to us with a \$50 non-refundable processing fee.

Notification of Enrollment. Decision for enrollment at this point is based on availability of space in the child's age range. In most cases, you will be notified of our decision within a few working days. When conditional acceptance is established, you will be asked to confirm your child's enrollment by signing the bottom of the Condition Enrollment Notification Letter, submitting a \$200 deposit, both to be returned to The Glen within ten (10) working works.

Informal Classroom Evaluation. We will be calling you to set up a time for your child's evaluation, which for September enrollment generally takes place between the end of April and mid-May. Your child will visit the classroom, meet the Directress (Teacher), and work with learning materials. This will give the Directress the opportunity to evaluate your child's level of readiness. Final enrollment notification will be sent within a few days following this evaluation with a tuition contract to be signed and returned to The Glen within ten (10) working days (we will return a fully signed copy to you).

Orientation Package. Once your Tuition contract is received, and your child's informal classroom evaluation is completed, we will send an Orientation Package containing The Glen School Calendar, Parent's Handbook, Medical forms and Tuition Invoices.

Parent Child Classroom Visit. You will be invited to accompany your child to his/her classroom (usually the day before school starts) for a one hour casual look at the materials, chat with the Directress, use the playground, and give your child a chance to feel a little more comfortable in his/her new surroundings.

Getting Through The First Few Days. On the first day of school, after you drop your child at the front door, please park your car in the side lot and enter the school from the door on the left side of the building where other parents will greet you. This is a great opportunity to talk about anything you might want to discuss (i.e. separation anxiety, etc.).

Once again, we thank you for your interest in The Glen Montessori School. If you have any questions or concerns, please feel free to call us at (412) 766-3815. We look forward to seeing you soon.