

The Glen Montessori School

We are delighted that you are considering The Glen Montessori School for the new 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 review the enclosed information and observe our school, you will fill out the Registration and Admission Form enclosed. This form has 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 nonrefundable application fee.

Notification of Enrollment. Decision for enrollment at this point is based on availability of space in your 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 an Enrollment Contract and submitting a \$200 deposit, both to be returned to The Glen within ten (10) working days. Other pertinent paperwork will also be sent and needs to be returned as soon as possible.

Orientation Package. Once your Enrollment Contract is received, we will send an Orientation Package containing The Glen School Calendar, and Parent's Handbook.

Getting Through The First Few Days. On the first day of school, after you drop your child off at the carline door and park your car, an orientation for new parents will be held in the school's All Purpose Room. 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.