

DISCOVERY GARDEN  
MONTESSORI SCHOOL



*Celebrating 10 years of guiding and educating Springfield*

## Enrollment Checklist

**Thank you for your interest in Discovery Garden Montessori School! Below are the enrollment procedures for our school:**

- Make an appointment to visit the school.
- Observe your applicant's potential classroom. Observations are generally scheduled between 9am and 11am, and they last approximately 20 minutes. We ask that the prospective student **does not** visit at this time. They will be welcome to come at a later time.
- Submit your application with the nonrefundable \$100 application fee. A child must reach the age of application by August 1st of the school year (except for toddlers, who must reach at least 16 months on their first day).
- Primary and Elementary students will have a home visit from their potential Lead Teacher, and will be asked to visit their potential environments for one or two days. This time will allow the teachers to meet the student and evaluate where they are developmentally.
- Upon written notification of acceptance, submit the non-refundable and non-transferable \$300 Enrichment & Materials Fee and Enrollment Contract within one week to secure your child's space. If we are not able to accept your child, you may be given the option of being placed on the waiting list.
- Complete and submit remaining student papers that are included in the enrollment packet at least one week prior to the first day of school.

### Admissions Priority

Priority of admissions is given in the following order:

1. Currently enrolled students
2. Age-eligible siblings of currently enrolled students
3. New applicants with previous Montessori experience
4. Students from the previous year's waiting list
5. New students without previous Montessori experience

Age and gender are considered in an effort to create balance within each classroom. All things being equal, consideration will be given to the order applications are received.