



Summit-Questa Montessori School

PRE-ENROLLMENT TERMS & CONDITIONS

Dear Parents of Student Applicants:

Now that you have filled out your student's application form and paid your application fee, you are ready to begin the **pre-enrollment procedures** listed below:

1. Schedule a *visitation* for your child (not applicable for Early Childhood students).
2. Take the *Confidential Recommendation Form* (available from Summit-Questa) to your child's last school. The school, not the parents, must return this form.
3. Sign the *Request for Records* form (due upon acceptance).
4. Copy of Parents and/or Guardian Driver's License must be on file and a copy of your Student's Birth Certificate must be submitted to Admissions before the student visitation.
5. Submit your student's last two report cards, last standardized testing, any student educational, physical, behavioral and/or emotional evaluations and any other pertinent student information to the Admissions Office.
6. Once the classroom visitation is completed, student records have been received, and the recommendation forms are returned, our admissions committee will determine acceptance.

The collection of data is for admission purposes only; the screening procedures are not diagnostic nor I.Q. based. They will not be forwarded to any other school. All information will remain confidential.

Please remember Summit-Questa Montessori School's program is not designed for children who have specific difficulties i.e. learning difficulties, medical needs, emotional needs, emotional issues or psychological problems, nor are our teachers trained in these areas. For this reason, we are not always able to meet the needs of every child.

At times parents have not informed the school of specific issues their child may have or the true depth of the child's learning disabilities or emotional/psychological problems. Our goal is to help any child we are able to successfully help. However, the Montessori Program is not always suited for every student. **For this reason, any student who has not had previous Montessori experience, but who we feel would be a good candidate for our Montessori learning environment will be enrolled on a PROBATIONAL BASIS**. If the student is not meeting his or her academic level and still cannot function independently in the classroom after the initial transition period or if it is decided upon registration that more student support is needed, then the students will be entered into our student support system. (Student Support System Information is attached.)

If during this time period, the teachers and administration feel that this is not the best learning environment for your student, we will prorate your tuition payments and field trip deposit and return these funds to you.

Upon enrollment:

Complete the appropriate registration and enrollment forms. (Available from the Admissions Office.)

Submit completed up-to-date health forms from your child's doctor for the school.

Become familiar with the school's philosophy by attending a Montessori lecture appropriate to the age of the child.

By signing below, you are acknowledging and agreeing to our *Pre-Enrollment Terms and Conditions*.

Student's Name: _____

Parent's Name (print): _____

Parent's Signature: _____ Date _____