



Admissions Policy and Procedure

Maple Corner Montessori School welcomes applications from families at any time during the year with enrollment season for the following school year taking place in March and April. Our admissions process includes an assessment of the child's developmental readiness for our program, as well as a review of the application and other relevant factors. Siblings of current students and children of staff and students of UCC get first priority when filling spots. Please read the following policy and procedure carefully to ensure a smooth and successful admissions process.

Application Process:

1. **Submit an application and tour the campus:** To apply, families must complete the online application form on our website. We highly recommend touring our campus first to familiarize yourself with our program. School tours are a wonderful opportunity to observe the classrooms, for informal discussions about the school and for us to learn about your child. Upon receiving your application, your child's name will be added to our waitlist for your desired school year.
2. **Waitlist:** Your child will be placed on our waitlist until enrollment season, which occurs from March to April, or until a spot becomes available. We encourage all families to submit their application by February 1st to increase their chances of securing a spot for the upcoming school year.
3. **Assessments:** During enrollment season and as spots become available throughout the year, our admissions committee will contact families to schedule an assessment with the child. The assessment is designed to determine the child's developmental readiness for our program, including their response to directions from teachers, behavior in a classroom setting, and interactions with other students. Elementary students will be given a reading, math, and general knowledge assessment during their time in the classroom as well.
4. **Admissions Committee Review:** After the assessment, the admissions committee will review the child's application and assessment to determine if the school will be a good fit for the child. The committee considers a variety of factors, including classroom needs, age, sibling status, and affiliation with UCC.
5. **Admission Decision:** Unfortunately, due to our high number of applications, we are not always able to admit every student who applies. Our admissions committee prioritizes students based on various factors and offers admission to those who are the best fit for our program. Please know that there are many wonderful students and families that we may not have room for and waitlist status is not a reflection on you or your child.
6. **Notification:** Families will be notified by email of the admission decision as soon as possible following the assessment and admissions committee review. This is usually within a week. If a student is offered admission, families will receive instructions for enrollment and tuition payments.

At Maple Corner Montessori School, we are committed to providing a high-quality Montessori education to our students. Our admissions policy and procedure are designed to ensure a fair and transparent process for all applicants. We admit students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally made available to all students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admission policies and other school-administered programs.

We encourage families to submit their application early to increase their chances of securing a spot for the upcoming school year. If you have any questions or concerns about our admissions process, please do not hesitate to contact us.