



Montessori  
de Terra Linda

## Admissions Process

**1. RSVP to attend an Open House: November 17, 2018 or January 12, 2019, 10:00 AM**

Two Open Houses are held each year. This is a time to visit our campus, get an overview of our program, and hear presentations by our teachers and administrative staff. **Note: Open Houses are for adults only.**

**2. Call to schedule a tour and classroom observation:**

Tours are held each week beginning in late October. They begin at 8:45 AM and run approximately two hours. It is very important for parents to view the program while school is in session to observe the teacher-student relationship and Montessori approach firsthand. Choosing the right school is an important decision and the tour is a required part of this process. Please call ahead to schedule a date at 415-479-7373 x 103. **Note: Admission Tours are for adults only.**

**3. Submit an application:**

The Priority Deadline for the 2019-20 school year is January 25, 2019, although applications are accepted all year. There is a \$100 non-refundable fee per application. The application is valid for the program and school year for which you are applying. Online and PDF copies of the application and our other required forms are on our website at: <http://www.mdtl.org/admissions/application-process>. There is a separate application process for Tuition Assistance, with the same application deadline. Please inquire for additional details.

**4. Submit a Student Evaluation Form (Primary and Elementary Only):**

The [Pre-K-1<sup>st</sup> grade](#) or [2<sup>nd</sup>-6<sup>th</sup> grade](#) form is required for any child who has had previous school experience. It should be filled out and returned **by your child's teacher** by the priority application deadline, or within two weeks of the submission of the application.

**5. Submit copies of Student Records (Elementary Only):**

[This form](#) is required for any Elementary applicant. The form gives the authorization for the child's current school to send Montessori de Terra Linda copies of recent progress reports, grades, and standardized testing results.

**6. Child visits:**

We will invite your child to visit a classroom and interact with teachers and other children in a small group. This helps us to determine a child's readiness for our program and also aids us in classroom placement. Our Child Visits will take place on the afternoon of February 6 and all day on February 8, 2019, and will be arranged approximately one week prior with groups of children of a similar age. Please try to keep these dates flexible and available.

**7. Parent interviews, as needed:**

The final step in the admission process may be a parent interview with the Head of School for families applying to Montessori de Terra Linda at a non-entry point of the program level. This will be an opportunity for you to ask any lingering questions you may have about our program.

**8. Decision letters:**

Decision letters for 2 – 4 year olds are mailed on Tuesday, March 12, 2019. Decision letters for 5 – 11 year olds are mailed on Wednesday, March 20, 2019. We follow the Bay Area Directors of Admissions guidelines for these dates. One week later, the enrollment contract and a 10% tuition deposit are due to reserve a space for your child for the upcoming school year. Per our admission policy outlined below, we strive to balance our classrooms in accordance with AMI (Association Montessori Internationale) standards.

(please turn)

## Tour Dates (8:45 AM - 10:45 AM)-Dates are subject to change, please call and confirm

It is very important for parents to view the program while school is in session. This gives prospective parents the opportunity to observe the teacher-student relationship and Montessori approach firsthand. Choosing the right school is an important decision and the tour is an essential part of this process. Space is limited at each tour. Please call ahead to schedule a date at 415-479-7373 x 103. **Note: Admission Tours are for adults only.**

<u>Tuesdays</u>	<u>Wednesdays</u>	<u>Thursdays</u>
	October 24	
October 30		
	November 7	November 8
November 13	November 14	
November 27	November 28	
December 4		December 6
December 11	December 12	
December 18		
	January 9	January 10
January 15	January 16	January 17
	January 23	January 24

## Open House Dates

This is a time to walk freely through our campus, get an overview of our curriculum and hear presentations by our teachers and administrative staff. Please call to RSVP at 415-479-7373 x 103. **Note: Open Houses are for adults only.**

Saturday, November 17, 2018 10 AM – 12 PM

Saturday, January 12, 2019 10 AM – 12 PM

## Key Admission Dates

Priority Application Deadline for 2019-20 School Year  
Child Visits (grouped by date of birth)  
Decision Letters Mailed for 2-4 year olds  
Enrollment Contracts and 10% deposit due (2-4 year olds)  
Decision Letters Mailed for K-6 Students  
Enrollment Contracts and 10% deposit due (K-6 grade)

Friday, January 25, 2019  
February 6 and February 8, 2019  
Tuesday, March 12, 2019  
Wednesday, March 20, 2019  
Wednesday, March 20, 2019  
Thursday, March 28, 2019

## Admission Policy

Admissions preference is given in the following order:

1. Siblings of current Montessori de Terra Linda students, as well as siblings of past students who have completed the full Primary or Elementary cycle
2. Children with previous Montessori experience
3. New applicants

*Starting at the Primary level, Montessori classrooms have a mixed age environment (3-6 year olds, 6-9 year olds, and 9-12 year olds) to allow for both individual and social development. We strive to balance each class by age and gender, meeting Association Montessori Internationale standards.*