



Admissions Philosophy, Policy and Procedure

Christian Montessori School at Lake Norman is committed to bringing young people together from a broad spectrum of ethnic and socio-economic backgrounds. We welcome diversity and teach our students to broaden their perspective of the world through friendship, mutual respect, and understanding. Each new application is carefully considered according to the student's individual talents, learning styles and our goal to help families find the best match between student and school.

The admissions process is a three-fold process designed to (1) give parents an opportunity to learn about the school, its philosophy and policies, as well as meet the administrative staff and faculty (2) involve the student in the decision - making process by their participation in the application process and class visits (3) allow the school an opportunity to assess each child's situation and determine their ability to benefit from and contribute to what the school has to offer.

Required Steps Toward Admission:

1. Open House or School Visit

All interested families are required to attend an open house or school visit. Both parents and/or legal guardians must attend. Please call the school at 704-875-1801 to schedule an appointment. **Open Houses and School Visits are an opportunity for adult learning. Therefore, we encourage families to find alternative child care during these important visits.**

2. Completed Application

Completed applications, submitted with the non-refundable application fee, will be accepted upon the parents' or guardian's diligent research of the school. We carefully consider each application in the order in which it was received and space availability.

3. Completed ABC Tutoring and Educational Services Application (*Rising third Primary year through 6th Grade students only*)

Screening applications will be mailed to you when your school application is received. Completed screening application, along with the appropriate screening fee, should be submitted directly to ABC Tutoring. School applications will be processed after screening results are received by the school.

4. Class Visits

Class visits will be scheduled for all children applying to the Christian Montessori School at Lake Norman. During the school visits, the child will be given the opportunity to fellowship with other students during a regular class day. In addition, a student interview will be conducted by the teacher. Toddlers and Primary age applicants can expect to spend 1- 1½ hours in the morning in one of our classrooms. Elementary and Middle School aged students are welcome to spend an entire day for their visit. Visits may extend to two days when deemed appropriate. A packed lunch should be provided for full-day visits.

5. Parent Observation

Both parents of Toddler and Primary applicants will have the opportunity to observe their child during his or her class visit. Observation may occur through the one-way window of each Primary and Toddler classroom.

6. Teacher Recommendations

Teacher recommendations should be completed by the child's previous teacher(s) and mailed directly to the Christian Montessori School at Lake Norman. Recommendation Forms are provided by the Christian Montessori School at Lake Norman. This step is important for all applicants who have received care or education by anyone other than the parent(s) or guardian(s).

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Additional steps for rising 1st Graders through 8th Graders

7. Transcripts and Teacher Evaluation Form

Transcript Request Forms should be completed by the parents or guardians and delivered to any previous school(s) your child(ren) have/has attended. This form permits the school to share with the Christian Montessori School academic-related information on your child. Because we cannot act on your application until all of your child's records have arrived, we urge you to ensure that transcripts and evaluation and assessment reports are sent without delay.

8. Final Decisions and Invitations to Attend:

Admission decisions are made when the entire application process is complete and the student's file has been reviewed by the Admissions Committee. Normally, the Admissions Committee will be able to respond to your application within two days of the child's classroom visit. At this time you may receive a verbal invitation from the school. A formal written invitation will be mailed to you within a week.

9. Formal Admission:

The child is formally admitted when the signed contract, deposit and specified forms are received by Christian Montessori School's Admissions office. Each application period will have a specific deadline in which these forms must be returned.

Waiting List

In general, applicants are offered a place in the school in the order in which their application is received, however, several other factors are also considered:

- We try to give all of our classrooms an even balance of girls and boys. We also try to have each age group representing approximately 1/3 of the class (example: from Primary eight 3 year olds, eight 4 year olds, eight 5 year olds.)
- We give priority to siblings of current students and transferring Montessori students in that order. All other families are placed on the waiting list in the order the application was received. If you are placed on the waiting list, you will be offered a space based upon:
 - Availability
 - Type of space available
 - Date application was received
- We have a sensitive balance in our classrooms for students with special needs. Placement of students with special needs will be individually based.