

Admissions Process:

1. **School Visit and Tour:** Parents are invited to contact the Director of Admissions to schedule a visit to CVMS. The School Visit is for **parents and guardians only** and is scheduled during weekday mornings.
2. **Classroom Observation:** We request that at least one parent observe a class for 30 minutes. This observation provides you with an excellent opportunity to see just what life is like inside a Montessori classroom. You will have a deeper understanding of what your child will experience as a student at our school. Please contact the main office for more details.
3. **Application:** Parents will submit an online Application for Admission accompanied by a one-time, non-refundable application fee (\$25.00 for toddlers; \$75.00 for early childhood, elementary, and middle school students).
Parents will provide copies of the following (as appropriate) to help CVMS determine how best to meet the needs of the student: early intervention services information, for example, physical, speech, or occupational therapy, most recent school report, recent work samples, pertinent school district or private testing, and/or IEP files.
4. **Child Visit:** The Child Visit occurs after the School Visit has taken place and a complete application has been received. For younger children the visit is an opportunity to meet their prospective teacher. Older children will spend time in the classroom where they will be evaluated by staff. CVMS may also request permission to contact the child's current school. All information will be kept strictly confidential.

Please note:

- An interview neither implies nor guarantees an offer of admission.
- The Head of School determines the availability of enrollment.
- CVMS follows the New York State December 1st cutoff date for placement of students.
- If an opening is available, the school will send an offer of enrollment.
- If no opening is available, the student is placed on our waitlist.
- **If enrollment is offered, parents submit a non-refundable deposit of 10% of the total tuition, which will be applied towards tuition payments as well as a facility fee.** Parents are notified of additional admission, tuition and fee requirements. Checks should be made out to the Chemung Valley Montessori School.
- To ensure Chemung Valley Montessori School is the best possible environment for the child, new students are accepted on a **six-week trial basis**. During this period, the parents or the teacher, with concurrence of the Head of School, may elect to withdraw the child from the class.

Admissions Policy

The Chemung Valley Montessori School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CVMS does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, and tuition assistance. The CVMS Lower (traditional grades 1-3) and Upper (traditional grades 4-6) Elementary levels each have a three-year curriculum. In order to benefit the child, this program should not be undertaken *for fewer than three years*. Candidates for sixth grade may be considered in preparation for the CVMS Middle School. When no openings are available, children will be placed on a waitlist. In the event of an opening, children on the waitlist will be considered for enrollment, based upon their age and gender, in accordance with the Montessori principles of education. Transfer students from other Montessori schools, siblings of currently enrolled students, and children of staff members may be granted priority for enrollment. This application is valid for two years after it is received by CVMS, or until the child is no longer eligible. CVMS does not accept deferrals of enrollment. If an offer of enrollment is declined for any reason, the application will be removed from our list. Parents may submit a new application at a later date. You may contact the Director of Admissions at any time to determine your child’s admission status.

I have read and understand the above information.

Signature(s) of Parent(s) or Guardian(s):

Mother/Guardian _____ Father/Guardian _____ Date _____