



# Shrewsbury Montessori School

*Growing Bright Minds from Age Three through Grade Six*

## Elementary School Admissions Process (Grades 1-6)

### 1. Attend a Parent Tour or Open House

Parent tours are scheduled by appointment with the Director of Admissions. The [Parent tour](#) provides an opportunity for parents to gain an understanding of the Montessori method and the philosophy of SMS. Tours include observing classrooms of the *Morning Work Period*, and a question and answer session with the Director of Admissions.

### 2. Complete an Application

The [Application form](#) is available for download and also in hard copy when visiting the school. A child is considered for admission and placed on the admissions list upon receipt of the completed application and the non-refundable \$40.00 application fee.

### 3. Request Transcripts and Evaluations

Elementary School applicants who are transferring from another school must request an official copy of the child's complete transcript from all previous schools including written evaluations or progress reports, standardized test scores, and any additional, pertinent school records. Download Association of Independent Schools of New England (AISNE) [student evaluation form](#). [Records release form](#) will need to be submitted to release student information.

### 4. Schedule a Student Classroom Visit and Parent Interview

Once transcripts and evaluations are received, a classroom visit is scheduled for the prospective student. Lower Elementary applicants (Grades 1, 2, and 3) spend time in a Lower Elementary classroom from 8:45-11:30am. Upper Elementary applicants (Grades 4, 5 and 6) spend time in the Upper Elementary classroom from 8:30am-12:30pm.

The parent interview with the Director of Admissions is typically scheduled on the same day as the classroom visit. This thirty-minute meeting is an opportunity for the parent to share important aspects of the student with the Director of Admissions as well as learn more about the Shrewsbury Montessori School Elementary program.

### 5. Receive Notification of Decision

SMS has Rolling Admissions. Enrollment of Children's House and Elementary students is based on a determination by the admissions committee that Shrewsbury Montessori School can meet the needs of the child and is subject to availability. Shrewsbury Montessori School extends enrollment agreements to current students and siblings beginning January 1 and to new students beginning in February for fall admission. Admission notification continues throughout the spring. Applicants are notified that their child has been granted admission via an enrollment agreement.

### 6. Complete and Sign an Enrollment Agreement

Applicants must return the enrollment agreement and a non-refundable \$500 deposit within two weeks or as noted on the enrollment agreement to secure placement for the upcoming school year.