



Elementary and Junior  
Admissions Procedure and Policy Check-Off List  
For all new students Clay-Platte Montessori School

- Wait list placement form returned to office
- Attend Parent Information Meeting – Primary
- Attend Parent Information Meeting – Elementary **OR**  
Read What is Montessori Elementary? by David Kahn (available for check out in the office) **and**  
meet with Clay-Platte Montessori School Director and/or Elementary Educational Administrator
- Observe in a classroom with your child while school is in session **OR**  
Watch the video, Why Montessori Elementary? and complete the accompanying form.  
Meet with school Director and/or Elementary Educational Administrator for discussion.
- Current school records sent to Clay-Platte Montessori School
- Office personnel notifies you of acceptance
- Meet the classroom teacher with your child
- Schedule a morning for student to “shadow” in a classroom
- Review Tuition and Policy form with office personnel
- Complete and sign all Enrollment Forms
- Notify office personnel within 24 hours of your final decision
- \$150.00 non-refundable registration fee is due, payable to Clay-Platte Montessori School
- Attend Hill House Orientation Meeting. If enrollment is requested during the school year, orientation meeting notes will be available to discuss with school Director/Elementary Educational Administrator.
- School information and handbook received

**Student Adjustment**

Parents will meet with the classroom teacher at the end of each month the first 3 months of school, for an evaluation of the child's adjustment.

Enrollment is always on a trial basis. A Parent/Teacher conference may be requested if concerns arise.

Your partnership with the school will help to insure a successful Montessori experience for your child.