

The Montessori Day School, Inc.
5801 Carmel Avenue NE Albuquerque, New Mexico 87113
(505) 822-0140

**Enrollment Letter
2010-2011**

Welcome to our school. Attached you will find enrollment forms for the 2010-2011 school year.

Steps for New Enrollment:

1. Call the office and schedule an appointment to visit the school.
2. Tour the school and observe a classroom. You will be given literature, fee information, and an application if you are interested in the school.
3. Fill out the Interview Application and the Child Profile Questionnaire and return them with the \$25.00 application fee. At this time, schedule an interview for your child.
4. After the interview, you will receive a call from a program director who will inform you of the results of your child's interview. Program placement will be discussed at this time.
5. If there is space available, your child will be scheduled to meet for a student/family visit. If the family and school determine that the school is a good match, fill out the enrollment forms and return them to the office.
6. If there is no space available, you may ask to be put on the waiting list.
7. Students are not officially enrolled until the office receives/signs all completed registration forms and fees.

Steps for Re-Enrollment:

Parents who are re-enrolling their children for fall, will need to fill out the necessary enrollment forms and return them to the office. Parents should confirm their child's program placement with the School Director. Parents are encouraged to re-enroll in early spring to insure a place for their child.

Re-Enrollment Policy: All current balances due must be paid in full before a student's fall tuition deposit may be prepaid for the following academic year. Please remember that your placement is not secured unless and until the tuition deposit is paid in full.