



Montessori In Motion

3 Wellbrock Heights • San Rafael, CA 94903
(415) 472-5622

Admissions Process

1. **Call (415)472-5622 or email info@montessoriiinmotion.com to schedule a school tour and classroom observation.**

Tours are conducted on Tuesday and Wednesday at 9:30am. Tours last approximately 45 minutes. It is extremely important for families and children to view our program while school is in session. We would like families to get a feel for the school as a whole, observe individual classrooms, and work periods, outside time, social interactions among peers and the teacher student relationship as it applies to the Montessori approach.

Please note that we require parents and child (ren) to attend our admissions tour.

2. **Submit an Application**

Our priority deadline for the 2019/20 school year is February 15th, however, applications are accepted all year. There is a \$75.00 non-refundable application fee per application submitted.

3. **Acceptance into Montessori in Motion**

Families will be notified via email or phone within 5 business days after an application is submitted. A non-refundable \$400.00 deposit will be due within 48 hours of acceptance to enroll your child in school. The deposit will be applied to your last tuition payment of the school year. Families are welcome to drop by the school to submit a deposit or mail it to **P.O. Box 6366, San Rafael, Ca. 94903.**

4. **Enrollment Packets and Handbook Distribution**

Enrollment packets and a handbook will be mailed upon acceptance to Montessori in Motion. Please note - we will not mail the enrollment packet until we receive the non-refundable deposit. The enrollment packet and first month tuition will be due one month prior to the first day of school.

5. **Child Visit:**

We invite your child to visit his/her classroom and interact with teachers and children prior to their first day of school. This is helpful with the transition from home to school as well as from school to school to help them adjust to his/her new environment. The child visit is approximately 1 hour.

6. **Admission Policy**

Admission priority is given in the following order:

- Enrolled Students
- Siblings of current Montessori in Motion students, as well as siblings of past students
- New applicants