

Elementary Application

NOTE: In order for a student/s to be considered for placement at BMS, this form with the \$35 application fee AND the Request For Educational Records form (attached) along with the supporting documents, must be received by Bloomington Montessori School.

Date Desired for Admission: _____ Birthdate: _____

NOTE: (Must be 6 years old before August 1st for admission to 1st grade.)

Age at Time of Desired Admission: _____

Child's Last Name: _____ Gender: _____

Child's Name: _____
First Middle Nickname

Address: _____ City/Zip: _____

Phone: (h) _____ Phone: (c) _____

Did either parent graduate from 6th grade at BMS or attend 4 or more years at BMS? _____ YES _____ NO
Note: If yes, an additional BMS form must be completed (Legacy Declaration Form).

Parent/Guardian Name: _____

Phone: _____ Email: _____

Parent/Guardian Name: _____

Phone: _____ Email: _____

Sibling Names: _____ Birthdate: _____ Age: _____

Has child attended a Montessori preschool previously? YES _____ NO _____

School Name: _____ City/State: _____

Dates: _____

How did you hear of the Bloomington Montessori School? _____

Why are you moving to Bloomington? _____

Where have you been the last five years? _____

For Office Use:

App Rec _____ Date _____

Fee Rec _____ Date _____

Entered _____ Sib/Legacy _____

Family notified received App: Date _____ Initial _____

ARTICLE III – ENROLLMENT

Section 1: POLICY

I. PHILOSOPHY

The Bloomington Montessori Association (BMA) is a not-for-profit organization incorporated to conduct Montessori schools. To achieve this goal, the BMA agrees to offer equal opportunity to all through the open enrollment policy, which is non-discriminatory. The BMA does not discriminate based on race, ethnicity, sexual orientation, national origin or religion.

To insure the continued vitality of the Bloomington Montessori School (BMS) community, utmost consideration will be given to fostering the child's capabilities in those areas central to the Montessori educational philosophy. These capabilities include, among others: self-discipline, self-reliance, independence, cooperation, and academic qualifications. The commitment of the family to fostering self-directed learning in the child and to supporting the teacher in this endeavor are also primary considerations.

The ideal Bloomington Montessori School (BMS) classroom consists of approximately equal numbers of children at each level, with a balance of male and female students. There will be a student-teacher ratio of 10:1 at the Early Childhood level and 11:1 at the Elementary. At no time will the ratio exceed 13:1 and will only exceed the standard ratio with teacher approval.

II. ENROLLMENT COMMITTEE

The BMS Enrollment Committee, consisting of all Lead Teachers, the Head of School, and the Enrollment Director, reserves the right to deny admission based on teacher recommendation.

III. STUDENT CLASSIFICATION

A. LEVEL

1. ELEMENTARY

- a. Student grade level is based on the student's chronological age as of the school year under consideration. A child must turn 6 before August 1st to be eligible to enter the first grade for or during that school year.

B. CATEGORIES

In making admission decisions, preference is given by the BMS Enrollment Director or Enrollment Committee to children in the following categories. Age and gender balance govern the determination of how many students will be enrolled in each grade level.

- a. Current students
 - A student who attended BMS at the end of the previous school year and will be enrolling for the next year.
- b. Child or grandchild of current staff member
 - A child/grandchild is defined as a child who presently has a parent/grandparent as a BMS staff member, with written assurance by that staff member that he/she will be returning to work at BMS for the year the child will be enrolled. If it is a step sibling, the BMS

associated parent must have joint or full custody of the enrolling child.

- c. Sibling of a current/past student
 - For the purpose of this policy, a sibling is defined as a child who presently has/had a brother or sister in BMS. Other considerations for siblings status are as follows:
 - An applicant with a sibling who has been enrolled in BMS at least one semester of the previous year and will be enrolled the following year.
 - An elementary or preschool applicant who has a sibling who has been accepted into BMS will be admitted as well if an opening exists after internal candidates have been placed.
 - Second through sixth grade siblings receive priority if they have a sibling enrolled or enrolling in that semester.
- d. Students who previously attended BMS
 - A student who previously attended BMS, but who was not enrolled at the end of the previous year.
- e. BMS Legacies (prioritized by length of time at BMS)
 - The child of a BMS alumni, prioritized by duration of parent's attendance at BMS.
- f. Students with experience in a Montessori program (AMS/AMI affiliated)
 - Prioritized by continuous duration.
- g. Outside applicant (Non-Montessori experience)

C. AGE/GENDER

Preference shall be to balance each class level with an equal number of boys and girls, and equal representation of the age groups.

D. DATE OF APPLICATION

Within each grade level students are prioritized by the above categories and within the categories by order of the initial date of application.

The date of application is the date on which the initial application form and fee are received by the Bloomington Montessori Association.

If two or more students of the same student category and grade level apply for a grade level, and have the same date of application, then admission preference is made by the BMS Lead Teachers. If agreement cannot be reached because both candidates have similar capabilities according to our philosophy as stated in section I., a random draw will be used to make the decision.

IV. ADMISSIONS PRACTICES

A. RECEIPT OF APPLICATION & FEE, WAITLIST AND VISITS

Upon receiving the application form and fee, the family will be notified by phone or email. Applicant is placed on the waiting list according to their category, and to the date the application form and fee are received. Vacancies are filled as they occur from the waiting list.

a. ELEMENTARY

- Receipt of application form and fee
- Request for Educational Records form completed by previous school and submitted to

- BMS (attached)
- Work samples from previous school submitted to BMS
- Schedule two (2) day visit
 - The visit for elementary children, which occurs prior to accepting an official offer of enrollment from BMS, consists of two (2) full days in the elementary classroom, or if enrollment takes place during the summer, two (2) days of summer camp with at least one (1) elementary Lead Teacher present. Parents are not present in the classroom for elementary school visits.
 - For BMS students transitioning from Early Childhood to Lower Elementary or from Lower Elementary to Upper Elementary, once all required enrollment forms and deposits have been received, classroom visits will be arranged.

B. ENROLLMENT

Upon completion of all application materials and/or visits as mentioned above, the family of the applicant will be made an official offer to enroll in BMS. Once an offer is made to the family they have five (5) days to either accept or decline. If they choose to accept, the following must be completed. If they choose to decline, the family must notify BMS at that time whether they wish to stay on the waitlist, and if so, their new application date will be the date they decline the offer.

1. OFFER ACCEPTANCE PROCEDURE

- a. BMS Financial Agreement
- b. Submit \$150.00 Registration Fee
- c. Submit one (1) month's non-refundable tuition (applied to the following May)
 - If visit/enrollment is held between the end of summer camp and September 1st, the family is required to submit \$150 registration fee (non-refundable) and one (1) month's tuition (applied to the following May). If in the event the family and/or BMS decides enrollment shall not continue, one (1) month's tuition will be prorated and refunded to the family.
- d. Complete required forms
 - Enrollment Agreement
 - Health summary
 - Food Allergy Form
 - Work Requirement Form
 - All-Purpose Parent Permission Form
 - Photographs/Audio/Visual Reproduction and Use Form
 - FERPA Waiver
- e. Upon receipt of all above mentioned forms and payment, the student is officially enrolled in BMS.

REQUEST FOR EDUCATIONAL RECORDS

DATE: _____ SCHOOL YEAR: _____

The following student has applied for admission to the Bloomington Montessori School (BMS). We would appreciate your completion and return of this form. Please consider the age of the child while making your evaluation. Thank you for your time and prospective. Your insights will remain confidential.

Please return this form in a sealed envelope to:

Bloomington Montessori School, Attn: HOS
1835 S. Highland Avenue, Bloomington, IN 47401

Student Full Name: _____ Age: _____

Current Grade: _____ Current Teacher: _____

Name/Signature of Person preparing and sending records.

Name: _____ Signature: _____

As their parent/guardian, I authorize release of their records to be used by BMS in their admissions process.

Student Full Name: _____ Date of Birth: ___/___/___

Parent Signature: _____ Current School: _____

Year/s Attended: _____ Reason for Leaving: _____

Our classes lend themselves to whole group discussion and small group activities. Please describe the applicant in terms of his or her participation in your class.

	Always	Usually	Sometimes	Rarely
Able to work independently?				
Shares information, ideas or opinions?				
Open to others' ideas?				
Able to delay gratification?				
Able to maintain attention to directions/information exceeding 20 minutes in length?				
Able to work with others?				
Able to control impulses?				

As is true in most schools, our curriculum frequently requires focus and self-direction. Please describe the applicant in terms of those qualities.

	Always	Usually	Sometimes	Rarely
I am able to secure his or her attention readily?				
The student is able to focus on and maintain attention to the task at hand?				
The student is able to focus and maintain attention in a group activity?				
This student tires more easily than most?				
This student is able to work independently?				

Please send us, at your earliest convenience, the following school records for the above named student.

- A complete transcript of all work completed.
- A copy of a current report card.
- Special education records (IEP) or psychological testing – former or existing.
- Copies of tests and any other pertinent information that would be helpful.
- Immunization and health records.

Please answer the following statements to the best of your knowledge.

Ever been referred for services (speech, behavioral, learning)? YES NO Comment: _____

Received or currently receiving services? YES NO Comment: _____

Any other educational or behavioral modifications of note? YES NO Comment: _____

Works independently? YES NO Comment: _____

Demonstrates executive function? YES NO Comment: _____

Follows through on work plans? YES NO Comment: _____

Is socially cooperative? YES NO Comment: _____

Please write a brief narrative on this student describing the “whole child” not just the academic aspects.

Thank you,

Roger K. Meridith
Head of School

FOR OFFICIAL USE ONLY

Records Requested: <input type="checkbox"/> Via Fax - Date: _____ <input type="checkbox"/> Via Email - Date: _____ Records Received - Date: _____	COMMENTS
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