



Bloomington Montessori School

1835 S. Highland Avenue - Bloomington, IN 47401-6702 - 812-336-2800

Preschool Application

Please return this form with your \$35 application fee

Date Desired for Admission: _____ Birthdate: _____

NOTE: (Must be 3 years old before August 1st of the desired starting year.)

Age at Time of Desired Admission: _____

Please mark 1st, 2nd and 3rd Session Preference: _____ A.M. _____ P.M. _____ All-day

Child's Last Name: _____ Gender: _____

Child's Name:

Nickname First Middle

Address: _____ City/Zip: _____

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

E-Mail Address: _____

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: _____
Age: _____

Birthdate: _____

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 _____

October 2017

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. PRESCHOOL

- a. Admissions to BMS Early Childhood Program are given on a first-come first-serve basis, according to the date the application and application fee are received.
- b. Early Childhood students are given priority placement according to the criteria listed in the Categories section.
- c. Student level is based on the student's chronological age as of the school year under consideration. A child must turn 3 before August 1st to be eligible to enter the Early Childhood Program unless an "Early Start" exception is deemed advisable.
 - Half-Day Preschool Early Start Admissions Policy
 - At the discretion of the Head of School and Hickory Lead Teacher, if a morning or afternoon half-day preschool class has unfilled openings as of August 1st of the current school year, a child considered a sibling or staff child/grandchild

upon turning 3, may enroll under the following conditions:

- ❖ s/he is fully potty trained, not in diapers or pull-ups, and is able to manage her/his own toileting
 - if the child attends and toileting is a significant issue, the child will be unenrolled until the following semester.
 - ❖ this is considered an “Early Start” year and s/he will continue in the preschool the following year as a Youngest Group member.
 - ❖ the child completes a visit in the Hickory classroom to help the Lead Teacher determine whether exploration of an “Early Start” admittance is advisable.
- The start date of an “Early Start” student will be at the discretion of the Lead Teacher and within five (5) school days of the date of acceptance, to allow time to prepare the classroom to welcome a new member.
 - The “Early Start” student is enrolled for a probationary period of one week to determine if the child’s developmental needs can be met by the preschool environment. A meeting with the Lead Teacher and Parents will be held to determine whether to continue or postpone long-term enrollment.

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. PRESCHOOL

- Receipt of application form and fee
- Classroom visit if requested by Lead Teacher
- Lead Teacher consult

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.