



Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

## ADMISSIONS INFORMATION

### Elementary Program 2018 - 2019 Full Year & School Year

The first step in the admissions process is to contact the admissions office to arrange for an adults only tour. The tour is *required* for admission.

To apply for admission, submit a completed application form and a non-refundable \$50 application fee to the admissions office.

Submit a Teacher Recommendation form to your child's current teacher and an Adult Recommendation form to an adult such as sports coach, scout leader, music instructor, etcetera, with stamped envelopes addressed to the school, and ask them to send the forms as soon as possible.

Submit a copy of your child's two most recent teacher evaluations or school reports. Please note that in some cases, we may request past years' evaluations or reports.

Submit a sample of your student's work. See Student Work Sample Form.

Once all of these documents have been received, you will be invited to a Parent Interview with Administration. This meeting is an opportunity to make sure that parents have an accurate understanding of Montessori Education and reasonable expectations of our school as well as giving Administration the opportunity to express our expectations of families and to determine that all adults involved will work together in support of the child. The interview is an excellent time for parents to ask additional questions about the school and to ensure that there is a good match between your family and the school.

At a later date, your student may be invited to spend time in the classroom to determine the potential for success within a Montessori environment.

If your application is accepted, you will receive an acceptance letter and an enrollment packet; which will need to be completed and returned with the \$600 non-refundable commitment fee. *\$400 of this fee will be applied towards the annual tuition; \$200 is a general administrative fee. Early Withdrawal will result in the forfeiture of the entire \$600.*

We look forward to receiving your application and getting to know your child and your family.

Ashlee Haslam  
Office and Admissions Administrator  
ashleehaslam@mcssl.com



Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

### APPLICATION FOR ADMISSION

Elementary Program (Lower Elem. 1<sup>st</sup> – 3<sup>rd</sup> Grade, Upper Elem. 4<sup>th</sup> – 6<sup>th</sup> Grade)  
2018 - 2019 School Year and Full Year

*The admissions process consists of this application form, a non-refundable application fee of \$50, and a parent/guardian tour and interview. Children may be asked to spend time in the classroom prior to acceptance for admission. The contents of this application and all other submitted information will be considered confidential. Montessori Community School welcomes all qualified individuals regardless of sex, race, color, religion or national /ethnic origin and acceptance of a child will be determined by our Admissions Committee.*

Upon acceptance, you will be required to pay a \$600 non-refundable annual commitment fee. \$400 of this fee will be applied towards the annual tuition; \$200 is a general administrative fee. Early withdrawal will result in the forfeiture of the entire \$600.

Please respond to each item. If an item is not applicable, simply indicate "N/A".

**Application Date** \_\_\_\_\_ **Start Date Requested** \_\_\_\_\_

*First Day School Year, August 22, 2018*

**We have had a Tour:** Yes No

If yes, approximate date: \_\_\_\_\_

**We have attended an Open House:** Yes No

**Student's First & Last Name** \_\_\_\_\_ Female Male

Student's Birth Date \_\_\_\_\_

Student's Home Address (include Zip Code) \_\_\_\_\_

Student's Home Phone Number \_\_\_\_\_

**Grade Applying For:** \_\_\_\_\_

**Check the requested program:** See tuition schedule for details.

\_\_\_ Full Year (including Summer 2019) (August 22, 2018 through August 9, 2019)

**\* Only available for Lower Elementary, 1<sup>st</sup> – 3<sup>rd</sup> Grade students.**

\_\_\_ School Year (August 22, 2018 through June 5, 2019)

**\* The above options do not include Winter Camp, Spring Camp, or Interim Camps.**

**Check requested schedule:**

Five Day Options:

\_\_\_ School Days (8:30 am to 3:00 pm)

\_\_\_ with Early Morning (7:30 am to 3:00 pm)

\_\_\_ with Afternoon (8:30 am to 6:00 pm)

\_\_\_ with Extended Day (7:30 am – 6:00 pm)



**Montessori  
Community  
School** Est. 1985  
Salt Lake City, Utah

Does the applicant have a sibling currently enrolled in the Montessori Community School?  
 \_\_\_ Yes \_\_\_ No If yes, name and class: \_\_\_\_\_

**Parent/Guardian's Name** \_\_\_\_\_

Occupation: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

**Parent/Guardian's Name** \_\_\_\_\_

Occupation: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

**Parents:** Married Divorced Separated Other \_\_\_\_\_

**Student Lives With:** Mother Father Both Other \_\_\_\_\_

Names and ages of brothers and sisters and where they attend school: \_\_\_\_\_

### STUDENT PERSONAL HISTORY AND INFORMATION

(To be filled out by parent/guardian)

What is your experience with Montessori Education?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How did you learn about the Montessori Community School?

Word of mouth/ Referral. If a friend or relative recommended our school to you, please list their name so we can thank them. \_\_\_\_\_

Online/ Search Engine: Google Private School Review UtahMontessori.org

Greatschools.org Facebook MCS Website

Other: \_\_\_\_\_



Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

List all schools previously attended and dates of attendance for each school:

---

---

---

How long do you anticipate keeping your child enrolled in our School?

---

---

---

Briefly describe your child's present school experience. Please include information about your child's academic abilities, achievements, motivations and social development.

---

---

---

---

---

What educational goals do you have for your child?

---

---

---

---

How do you see the Montessori Community School assisting you in meeting these goals?

---

---

---

How would you describe your child's personality and learning style?

---

---

---

---

---

What do you consider to be your child's strengths? \_\_\_\_\_

---

---

---



Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

In which areas do you feel support is needed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you feel is most important about your child's social development?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you see your child in his/her social development?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any special educational, physical or emotional needs of your child:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your child ever received any psychological or educational testing beyond the typical school administered tests?      Yes      No      (If yes, please fill out below)

Type of evaluation:

Intelligence or Psychological	Testing Source _____
Educational/Learning Disability	Testing Source _____
ADD/ADHD	Testing Source _____
Other	Testing Source _____

Please describe results and attach testing:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

Is your child currently receiving or has your child ever received academic or behavioral special education services? If yes, please explain and attach copies of relevant documents.

---

---

---

---

How does your family enjoy spending time together?

---

---

---

What techniques do you use to discipline your child?

---

---

---

---

What are your child's school-related interests and activities? \_\_\_\_\_

---

---

---

Does your child have any hobbies, sports, special interests or talents?

---

---

---

What are your child's household chores, duties, or other family responsibilities?

---

---

---

As a member of our school community, what talents, interests, and/or resources can you share to enhance our Montessori School community?

---

---

---



Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

Write a brief paragraph about your child including any information that you feel would help us understand your child better. Please feel free to attach an additional page.

---

---

---

---

---

---

---

---

---

---

---

### 1. PAYMENT OPTIONS

Should my child be accepted, I will hereby choose and agree to the following payment option for tuition due:

#### Option 1- 1 Payment

I will pay the annual tuition due directly to the Montessori Community School, on or before July 20, 2018. I will receive a 3% discount if paid in full by July 20, 2018. If my child does not complete the entire school year, this discount is forfeited. I understand that I have the option to have FACTS automatically withdraw payment or I may submit a check to the Administrative Office by July 20, 2018.

#### Option 2- 2 Payments

I will pay the annual tuition due directly to the Montessori Community School, in two equal installments, the first payment due on or before July 20, 2018; the second payment due on or before November 20, 2018. I will receive a 1.5% discount with this option. If my child does not complete the entire school year, this discount is forfeited. I understand that I have the option to have FACTS automatically withdraw payments or I may submit a check to the Administrative Office by July 20, 2018 and November 20, 2018.

#### Option 3 – Monthly Payments

I will pay the annual tuition due in monthly installment payments, and I will be required to enroll with FACTS Tuition Management Company. FACTS charges a \$45 annual enrollment fee which is non-refundable. Upon receipt of my agreement, FACTS will automatically deduct this fee from my designated bank account. They will then automatically withdraw equal monthly tuition installments on the 20<sup>th</sup> of each month, with the first installment paid in July and the final payment in April if enrolled for school year or June if enrolled for full year.



**Montessori  
Community  
School** Est. 1985  
Salt Lake City, Utah

**Tuition Assistance**

Please check here if you plan to apply for tuition assistance. To apply, go to [factstuitionaid.com](http://factstuitionaid.com) and click on Applicant Sign In to either create an account or to log in. Please note that our school listing is posted as Educational Alternatives Montessori School.

**2. PAYMENT METHOD**

FACTS Tuition Management. Required for making monthly payments, but also available for making 1 or 2 payments. (Debit and Credit Cards accepted).

Cash or Check only to Montessori Community School. Option available for making 1 payment or 2 payments. (Check, money order, or cash remitted directly to the Administrative Office).

**3. PAYMENT FOR FEES**

Please select whether you would like all fees to be paid by July 20<sup>th</sup> or would like to have your fees blended.

All fees to be paid by July 20<sup>th</sup>, 2018.

All fees to be blended into monthly payments. Option *unavailable* for making 1 payment, Payment Option 1, or 2 payments, Payment Option 2.

Description	Fee
Teacher Development	\$100.00
Field Trip/ Activity Fee	\$250.00
Winter Sports Fee	\$250.00
Tuition Assurance Program	3.5% of Total Tuition

**Tuition Assurance Program**

If a family elects to participate in the *Tuition Assurance Program*, the withdrawing family's/student's obligation will be limited to and prorated to the actual number of days attended, plus all fees associated with the student's program level. Of the \$600 commitment fee collected, \$400 will remain applied to tuition and will not be forfeited, as it would be if participation in the Tuition Assurance Program were not elected. 30 days' written notice is required for all withdrawals covered under this program. Should 30 days' notice not be given, the family/student will be obligated to pay for any shortfall in notice, up to 30 days. The fee for the 2018 – 2019 Tuition Assurance Program is 3.5% of the student's tuition and must be paid in full by July 20<sup>th</sup>.

I elect to participate in the Tuition Assurance Program





Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

#### 4. WITHDRAWAL POLICIES

All withdrawals must be submitted to the Administrative Office in writing. Any early withdrawal will result in the forfeiture of the entire \$600 commitment fee.

If you withdraw your child:

- a. Between July 21, 2018 and August 21, 2018, you will be responsible for payment of 30 days of tuition, in addition to the forfeiture of the \$600 non-refundable commitment fee.
- b. Between August 22, 2018, and November 30, 2018, you will be responsible for 50% of the school year tuition.
- c. After December 1, 2018, you will be responsible for 100% of the school year tuition.
- d. After January 31, 2019, you will be responsible for 100% of the school year tuition plus summer tuition if you chose the full year option.

#### 5. MISSED OR SICK DAYS

The classroom is prepared to accommodate your child, and their space is reserved. We do not credit days or money for missed days due to vacations or illnesses.

#### 6. SIGNATURES

I, the undersigned, hereby request the Montessori Community School to enroll the above named student and agree to pay the annual tuition and any additional charges incurred. In addition, I understand that I will be responsible for signing the MCS Terms and Conditions and reading the MCS Parent Handbook upon acceptance.

I have read and agreed to the above.

Signature of: **Mother/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

Signature of: **Father/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_



Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

**TEACHER RECOMMENDATION FORM**

Elementary Program  
2018 - 2019 Academic Year

Today's Date \_\_\_\_\_  
 Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
 Current Grade Level \_\_\_\_\_ Current School \_\_\_\_\_  
 Teacher Name \_\_\_\_\_

**Parents: After you have completed the lines above, please give this form and a stamped envelope, addressed to the Montessori Community School, to your child's current teacher. This form must be mailed or faxed to the school by the classroom teacher to ensure confidential and honest responses.**

**To the Teacher:**

The above named student is being considered for admission to the Montessori Community School. Your comments and evaluation of the student will be helpful to us in reaching a decision and will be reviewed with full awareness that students are constantly changing and developing. We greatly appreciate your helping the applicant by supplying the information requested. Please note that the information you submit will be considered confidential and will not become part of the student's permanent school records. Please return the completed form in the enclosed envelope or fax to 801-355-7177. If you would like to attach additional information, please feel free to do so. If you have any questions, please contact us at 801- 355-1555. Thank You.

How long have you known the applicant?

\_\_\_\_\_

In what grade(s) and subject(s) have you taught him/her? Comments concerning writing ability, math skills and other skills relevant to your subject area would be helpful.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you aware of any special needs, including medical, of this student and/or family?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Please rate the skills and behaviors below based upon your experience with this student:

	Notable Concern		Age Appropriate		Strong
Effort/drive	1	2	3	4	5
Study habits	1	2	3	4	5
Ability to work in a group	1	2	3	4	5
Ability to work alone	1	2	3	4	5
Participation in discussion	1	2	3	4	5
Reading ability	1	2	3	4	5
Written expression/content	1	2	3	4	5
Written expression/mechanics	1	2	3	4	5
Ability to express ideas orally	1	2	3	4	5
Number/math skills	1	2	3	4	5
Problem solving skills	1	2	3	4	5
Critical/abstract thinking	1	2	3	4	5
Use of time	1	2	3	4	5
Follows directions	1	2	3	4	5
Attention span	1	2	3	4	5
Consideration of others	1	2	3	4	5
Social adjustment with peers	1	2	3	4	5
Leadership potential	1	2	3	4	5
Initiative/self starts	1	2	3	4	5
Classroom conduct	1	2	3	4	5
Self confidence	1	2	3	4	5
Personality	1	2	3	4	5
Physical development	1	2	3	4	5
Seeks attention & help appropriately	1	2	3	4	5
Fulfills responsibilities	1	2	3	4	5
Support/involvement of parents	1	2	3	4	5
Maturity in terms of age/grade	1	2	3	4	5

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Phone Number \_\_\_\_\_



	Notable Concern		Age Appropriate		Strong
Effort/drive	1	2	3	4	5
Ability to work in a group	1	2	3	4	5
Ability to work alone	1	2	3	4	5
Participation in discussion	1	2	3	4	5
Ability to express ideas orally	1	2	3	4	5
Problem solving skills	1	2	3	4	5
Critical/abstract thinking	1	2	3	4	5
Use of time	1	2	3	4	5
Follows directions	1	2	3	4	5
Attention span	1	2	3	4	5
Consideration of others	1	2	3	4	5
Social adjustment with peers	1	2	3	4	5
Leadership potential	1	2	3	4	5
Initiative/self starts	1	2	3	4	5
Self confidence	1	2	3	4	5
Seeks attention & help appropriately	1	2	3	4	5
Fulfills responsibilities	1	2	3	4	5
Support/involvement of parents	1	2	3	4	5
Maturity in terms of age/grade	1	2	3	4	5

Please rate the skills and behaviors below based upon your experience with this student:

Please provide any additional comments, concerns, issues or strengths that should be considered in this child's school placement:

---



---



---



---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Phone Number \_\_\_\_\_



Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

## **Sample of Student Work**

### Lower Elementary (1<sup>st</sup> - 3<sup>rd</sup> grade) Applicant

Please respond to the following questions. These may be written by the student or dictated to the parent or guardian. (Each only needs 1-2 sentences in response). Or the student can pick two to complete and the parent can help with the others.

Please use a separate sheet of paper to answer these questions.

- What is one of your favorite things to do?
- What do you like about school?
- What do you think you are good at?
- What do you not like about school?
- What do you think you need help with?
- What books are you currently reading?



Montessori  
Community  
School Est. 1985  
Salt Lake City, Utah

## **Sample of Student Work**

### Upper Elementary (4<sup>th</sup> – 6<sup>th</sup> grade) Applicant

Please write about yourself. (This should be done by the students.)

Please use a separate sheet of paper to answer these questions.

- Tell us about yourself. For example:
  - What do you like to do in your spare time?
  - What hobbies/sports might you be involved in?
  - What do you do with your family and friends?
  - What are you proud of accomplishing?
  
- Please answer the following questions:
  - What do you enjoy and dislike about school?
  - What subjects do you find easy and hard?
  - What do you hope to have in a new school?
  - What books have you read or are currently reading?