

Bozeman Summit School

Excellence in Montessori Education

ADMISSIONS TIMELINE 2018-2019

Each application submitted to Bozeman Summit School is carefully considered. Our goal is to help families understand the Montessori philosophy and to find the best match between student, family and school.

We accept applications at any time and put prospective students in our waiting pool. Re-enrollment for current students takes place January 15 through March 1 to determine openings for the Fall. Enrollment for new students begins March 1.

Enrollment Procedures for New Students

Step 1. Parent(s) observe in the classroom, take a school tour and meet with the Head of School.

Step 2. Complete and submit Registration Application and Admissions Questionnaire along with the non-refundable \$75 application fee to the school office at least two days prior to scheduled shadow day.

Step 3. The *child* visits the classroom for a morning, shadows a current student and meets informally with the classroom teacher(s). Within 24 hours, the Education Director will contact the parents to discuss the child's visit.

Step 4. The school will then provide a Teacher Recommendation Form for the child's current school to complete.

Step 5. Once the school receives the Teacher Recommendation Form, the Head of School will review all of the application materials and contact the prospective family to discuss enrollment.

Step 6. New student registration begins March 1. Upon acceptance, a welcome packet will be mailed. The welcome packet and Tuition Contract along with the appropriate tuition deposit must then be submitted to secure each child's place in the classroom.

Step 7. For *early childhood students*, a one-month non-refundable tuition deposit is required in order to complete the enrollment process. The deposit is due by May 1. The one-month tuition deposit received will be applied to the May tuition due for the school year registered. *All deposits are non-refundable.*

For *elementary students*, a two-month non-refundable tuition deposit is required in order to complete the enrollment process. Half the deposit is due April 1 and half the deposit is due by May 1. The two-month tuition deposit received will be applied to the April and May tuition due for the school year registered. *All deposits are non-refundable.*

Application Timeline – For Returning and New Students

Jan 15 Applications available for following school year

Feb 1 Tuition Contract due by March 1
(*applied toward the April tuition deposit for elementary and May tuition deposit for early childhood*)

Mar 1 New student registration begins: Registration Fee & Tuition Contract due upon acceptance
(*applied toward the April and May tuition deposit for elementary and May tuition deposit for early childhood*)

April 1 1st Tuition Deposit due (\$1015) for elementary program

May 1 2nd Tuition Deposit due (\$1015) for elementary program OR 1st Tuition Deposit due for early childhood program

Sept 1 September Tuition and Annual Fees due

Questions Along the Way?

We place great importance upon open communication and invite you to call the school office with any questions or concerns that you may have, (406) 585-3778.