



Dear Parents,

We are pleased that you are considering a Montessori education for your child at Montessori Community School. In addition to the admissions information for the 2011-2012 academic year provided in this packet, we encourage you to learn more about our Montessori programs by scheduling a visit to our school. School tours, which include a classroom visit, are conducted from October through April, and are generally held on Wednesday mornings at 8:45 a.m. (adults only, please). To schedule a date for your visit, please contact our office at (808) 522-0244.

Our goal is to assist children in developing the skills, knowledge, and attitudes to become productive members of their community and respectful of themselves, others, and the environment. To achieve this, we create a special learning environment, employ certified Montessori teachers, and work collaboratively with parents.

The three-year developmental cycle found at each age level is crucial to a child's success, and therefore our priority is to enroll children whose families understand and are committed to our programs and philosophy, and who are selecting Montessori Community School as a long-term school placement for their child.

Enclosed in this admission packet you will find:

- * the 2011-2012 application form;
- * an outline of the admissions procedures and policies;
- * a brochure describing our school's programs and philosophy;
- * a brochure published by the American Montessori Society offering an overview of the Montessori philosophy; and
- * a suggested reading list.

General Admission Policies

Our priority is to enroll students who will benefit from a Montessori education.

Application to a program does not guarantee acceptance. Once the application and the required application fee are received and the appropriate admission procedures have been completed, parents will be notified in a timely manner as to whether or not their child has been accepted.

There is no application deadline, but applications should be submitted by February 1, 2011 to allow sufficient time to complete the application process before the initial acceptance notifications begin on March 15, 2011.

The 2011-2012 tuition rates will be available beginning February, 2011. Rates will be posted on our website or will be mailed upon request.

Age is only one factor for admission to each program level. Developmental readiness is also considered, and all applicants are considered in terms of space availability and classroom dynamics.

Admissions decisions are determined by the Admissions Committee, composed of faculty and administration members. If your child is receiving special services, it is expected that you share this information with us to help in assuring that our program will be the appropriate environment for your child.

Preference is given to qualified applicants who are children of faculty or staff, or siblings of enrolled students. Admission deadlines, however, must be met, and admission is not automatic for applicants in these categories.

Program Requirements

Two-Year-Old applicants must be at least 24 months of age at the time they begin school. Children in diapers are eligible to enroll in the Two-Year-Old program.

Preschool applicants must be able to use the bathroom with complete independence (diapers, training pants, or Pull-ups are not allowed at any time in the preschool program). Children enrolling for the start of the school year must be three years of age by December 31 to be considered for the preschool 3-6 year-old program. For enrollment at any other time, the child must be fully three years of age to qualify for entrance to the preschool 3-6 program.

Kindergarten applicants must be five years of age by December 31 to be considered for the kindergarten program and must complete the following requirements, as applicable, before an admission decision can be made:

1. Submit the previous year's and most recent
2. Have your child's current teacher complete and submit the Teacher Reference Report
3. Have your child attend our **Morning Activity Session on Saturday, February 19, 2011, 9:00-10:30 a.m.**

(Continued on reverse side)

Elementary applicants are considered in terms of school reports and parent interview. An interview with the student may also be requested.

Additionally, **elementary 6-9 year-old** applicants must be six years of age by December 31 and **elementary 9-12 year-old** applicants must be nine years of age by December 31 to be considered for their respective elementary programs. The following documents must be submitted before an admission decision can be made:

1. Current and previous two years' report cards or progress reports, and any available standardized test results;
2. Teacher Reference Report, completed by current teacher (form enclosed).

Additional kindergarten & elementary admission procedures.

In addition to the procedures listed above, any or all of the following options may be required as part of the admission process. Our objective in doing so is to gain sufficient information about the applicant to be able to make an admission decision.

1. Observation of the applicant at their current school;
2. Observation of the applicant at MCS;
3. Enrollment in the MCS summer program.

Financial Assistance

Montessori Community School offers financial assistance to families of applicants based upon demonstrated financial need. Applying for financial assistance is independent of the admissions process, and a family's financial status is not part of the admission criteria.

The School and Student Service for Financial Aid (SSS) Parent Financial Statement application form may be requested from our office or obtained online at www.nais.org/financialaid/sss/ after a completed MCS application and application fee are received by our school. The completed financial aid form and required fee should be sent directly to SSS by March 1, 2011. SSS will forward the need analysis to Montessori Community School.

MCS is only able to offer limited financial assistance and uses the information from the SSS Parent Financial Statement form to prioritize the amount given in grants. MCS also cooperates with other community programs which also offer limited financial assistance, such as Open Doors—Child Care Connection, Kamehameha's Pauahi Keiki Scholars, OHA's Kāko'o Ho'ona'auao program, and Alu Like.

MCS Applicant Checklist

For All Applicants:

- _____ Submit the completed, signed application form, along with the non-refundable, non-transferable **\$50.00 application fee** (payable to: *Montessori Community School*).
- _____ Submit the financial assistance application (if applicable) to SSS before March 1, 2011.
- _____ Contact the school office to arrange a campus visit (highly recommended).

For Kindergarten Applicants:

- _____ Submit copies of your child's previous year's and most recent report card or progress report, if applicable.
- _____ Sign and give your child's current teacher the MCS Teacher Reference Report (TRR) form, along with a stamped envelope addressed to MCS.
- _____ Have your kindergarten applicant attend the required Morning Activity Session on **Saturday, February 19, 2011**, 9:00-10:30 a.m., on the MCS campus.
- _____ Complete a parent interview with the Admissions Committee (to be scheduled if necessary).

For Elementary Applicants:

- _____ Submit copies of your child's previous two years' and most recent report cards or progress reports, if applicable.
- _____ Sign and give your child's current teacher the MCS Teacher Reference Report (TRR) form, along with a stamped envelope addressed to MCS.
- _____ Complete a parent interview with the Admissions Committee (to be scheduled if necessary).

* * * * *

Disabled applicants (or disabled family members of applicants) requiring any type of accommodation during the application process or otherwise are encouraged to identify themselves and indicate the type of accommodation needed.



2011-2012 APPLICATION FOR ADMISSION

(Please type or print. Complete ***both*** sides of this form.)

⌘ ***The non-refundable application fee of \$50.00 is required with this application for processing. ⌘
You will be formally notified of your child's status.***

I. Today's Date _____

Child's Legal Name _____
(Last) (First) (Middle)

Name child should be called in school _____

Child's Birthdate _____ Gender: Female _____ Male _____

Home Address _____ Home Phone _____
(Check here if unlisted)

City _____ State _____ Zip _____

Mailing Address _____
(If different from above)

Primary E-mail Address _____
(To be used for school correspondence)

Parents are: Married _____ Divorced _____ Separated _____ Other _____

If parents are divorced, who has primary custody? Mother _____ Father _____

Child lives with: Both Parents _____ Mother _____ Father _____ Other _____

II. Parents' Information:

FATHER

MOTHER

Name _____
(Title: Mr., Dr., Rev., etc.) First Last

Name _____
(Title: Mr., Dr., Rev., etc.) First Last

Business Phone _____

Business Phone _____

Cell Phone _____

Cell Phone _____

E-Mail Address _____

E-Mail Address _____

Employed by _____

Employed by _____

Occupation _____

Occupation _____

Notice of Nondiscriminatory Policy as to Students

Montessori Community School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, athletic, and other school-administered programs.

(Continued on reverse side)

III. Check the program and hours of your choice, in order of preference:

Two-Year-Old Program	_____	7:30 - 12:00*
	_____	7:30 - 2:30
	_____	7:30 - 5:30
Preschool Program	_____	7:30 - 12:00*
	_____	7:30 - 2:30
	_____	7:30 - 5:30*
Kindergarten Program	_____	7:30 - 2:30
	_____	7:30 - 5:30*
Elementary 6-9 Program (Grades 1-3)	_____	7:30 - 2:30
	_____	7:30 - 5:30
Elementary 9-12 Program (Grades 4-6)	_____	7:30 - 2:30
	_____	7:30 - 5:30

**Limited spaces are available for the 12:00 programs and for the 3-6 preschool/kindergarten 5:30 program.*

IV. Additional Family Information:

1. What are your reasons for applying to MCS? _____

2. What is your understanding of the Montessori philosophy, and what aspects do you believe are valuable for your child? _____

3. What are your educational goals for your child at MCS? _____

4. Please share any additional information or special circumstances regarding your child that might assist our admissions committee. _____

5. Please list all previous schools attended by your child, along with the years of attendance and grade levels. _____

(Parent/Legal Guardian's signature)

(Date)

The non-refundable application fee of \$50.00, payable to Montessori Community School, is required with this application for processing. You will be formally notified of your child's status. 2011-2012 tuition rates will be released beginning February 1, 2011.

MONTESSORI COMMUNITY SCHOOL

CONSENT FOR RELEASE OF INFORMATION

To the Parent or Legal Guardian:

- * Please type or print the information requested on the first line of the reverse side of this document.
- * Complete and sign the statement of consent to the teacher on the reverse side of this document. The information on the **Teacher Reference Report** is strictly confidential and shall be used for admission purposes only. The teacher is asked to mail the form directly to our school.
- * After completing the consent and information sections on the **Teacher Reference Report**, give the **Teacher Reference Report** to your child's teacher, along with a stamped envelope addressed to:

Montessori Community School
1239 Nehoa Street
Honolulu, HI 96822

- * Submit copies of the following to our school:
 - 1) Current and previous year's report card or parent-teacher conference report
 - 2) Standardized test results, if available

To the Teacher:

This child is an applicant for admission to Montessori Community School. Your professional observations are regarded as an important part of the criteria used in considering the student's application. We appreciate your willingness to complete the Teacher Reference Report form on the reverse side of this document. Your comments and any information you supply will be held in strict confidence and are not shared with anyone beyond our admissions committee.

- * Return this form directly to Montessori Community School within 30 days of receipt of the form, in the stamped and addressed envelope provided by the child's parents.
- * Please make sure that your school's address is used for the return address on the envelope.
- * Should you have any questions, please contact our office at (808) 522-0244.



MONTESSORI COMMUNITY SCHOOL

Office of Admissions
1239 Nehoa Street
Honolulu, HI 96822
Phone: (808) 522-0244
Fax: (808) 522-0250
Web: <http://montessorihawaii.org>



HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS

Common Teacher Reference Report – PreK-Grade 1

PARENTS: Please read and sign the following release statement:
I understand the information on the Teacher Reference Report is confidential and will not be shared beyond the Admission Committee.

TEACHER: Thank you for completing this Teacher Reference Report. Your assessment of the applicant is a valuable, necessary component of a good admissions decision. Please add any information which may add to our knowledge of the applicant. This report does NOT become part of the student's permanent file.

Parent or Legal Guardian's signature

Date

Applicant's Name _____ Grade Applying _____

Last

First

Middle

Class Size _____ School hours _____ With teacher since _____
(month / year)

Does your school issue report cards/progress reports? Yes No

Please check (✓) the appropriate descriptor on this continuum. If not applicable, mark NA

Social and Emotional Behavior	Beginning	With teacher support	Growing independence	Consistent and independent
Works and plays cooperatively	•	•	•	
Works independently	•	•	•	
Accepts responsibility	•	•	•	
Exhibits self-control	•	•	•	
Is able to relate to adults	•	•	•	
Shows good attention span	•	•	•	
Work Habits and Attitudes	Beginning	With teacher support	Growing independence	Consistent and independent
Shows initiative	•	•	•	
Listens attentively	•	•	•	
Follows directions	•	•	•	
Completes assigned tasks	•	•	•	
Cares for materials	•	•	•	
Shows an active interest in classroom activities	•	•	•	
Learning Readiness	Beginning	With teacher support	Growing independence	Consistent and independent
Articulates appropriately for age	•	•	•	
Uses an adequate vocabulary	•	•	•	
Listens to and enjoys stories read to him/her	•	•	•	
Recalls specific story details	•	•	•	
Recalls main idea of a story	•	•	•	
Recognizes differences in sizes, shape and quantity	•	•	•	
Recognizes rhyming sounds	•	•	•	
Understands and uses number vocabulary	•	•	•	
Counts objects	•	•	•	
Small muscle coordination	•	•	•	

We appreciate additional observations about this applicant. _____

Print or Type Name _____ Signature _____

(Indicate: Teacher or Administrator)

School _____ School Phone # _____ Date _____

All HAIS schools accept this common form. Check with the school for the date this completed form is due.

