



## 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 2012-2013 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 2012-2013 application form;
- \* an outline of the admissions procedures and policies; and
- \* the HAIS Teacher Reference Report forms for students applying to the kindergarten and elementary programs.

## 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, 2012 to allow sufficient time to complete the application process before the initial acceptance notifications begin after March 15, 2012.

The 2012-2013 tuition rates will be available beginning February, 2012. Rates will be posted on our website or can 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 report card or progress report, if applicable;
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 18, 2012, 9:00-10:30 a.m.**

(Continued on next page)

**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/](http://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, 2012. 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 and Kipona Scholarship programs, 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, 2012.
- \_\_\_\_\_ Contact the school office to arrange a campus visit (strongly 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 18, 2012**, 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.***



## 2012-2013 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: Mrs., Ms., 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:**

<b>Two-Year-Old Program</b>	_____	7:30 - 12:00*
	_____	7:30 - 2:30
	_____	7:30 - 5:30
<b>Preschool Program</b>	_____	7:30 - 12:00*
	_____	7:30 - 2:30
	_____	7:30 - 5:30*
<b>Kindergarten Program</b>	_____	7:30 - 2:30
	_____	7:30 - 5:30*
<b>Elementary 6-9 Program (Grades 1-3)</b>	_____	7:30 - 2:30
	_____	7:30 - 5:30
<b>Elementary 9-12 Program (Grades 4-6)</b>	_____	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 (for families applying to MCS for the first time):**

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 long-term 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. 2012-2013 tuition rates will be released beginning February 1, 2012.***

# 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

<b>Social and Emotional Behavior</b>	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	•	•	•	
<b>Work Habits and Attitudes</b>	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	•	•	•	
<b>Learning Readiness</b>	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.*



**HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS**  
**Common Teacher Reference Report – Grades 2-12**

**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 Level: Accelerated \_\_\_\_\_ High \_\_\_\_\_ Average \_\_\_\_\_ Low \_\_\_\_\_ Heterogeneous \_\_\_\_\_

Subject and/or Grade \_\_\_\_\_ Self-contained  Yes  No

Please check (✓) the appropriate rating. N/A (not applicable) may be used in areas where there is insufficient information.

**Academic Qualities**

Motivation (effort, drive)	●	●	
	rare	moderate	maximum
Ability to work alone	●	●	
	needs help frequently	needs help occasionally	works well
Homestudy habits	●	●	
	never completes assignments	completes assignments	does more than expected
Participation in discussion	●	●	
	contributes when called on	volunteers occasionally	joins in readily
Ability to express ideas orally	●	●	
	has some difficulty	good	exceptionally good
Use of time	●	●	
	poor	average	excellent
Organization of work	●	●	
	poor	average	excellent
Follows direction	●	●	
	needs much explanation	needs occasional help	responds quickly

**Personal Qualities**

Leadership potential	●	●	
	a follower	occasionally seeks opportunities	natural leader
Classroom conduct	●	●	
	poor	average	excellent
Cooperates with adults	●	●	
	rarely	usually	always
Personal/social adjustment	●	●	
	relates poorly with others	fluctuating relationships with peers; generally happy person	healthy self image; healthy peer relationships
Ability to work in a group	●	●	
	rarely	usually	always
Consideration of others	●	●	
	rarely	usually	always
Takes initiative	●	●	
	rarely	usually	always
Fulfills responsibilities	●	●	
	rarely	usually	always
Uses suggestions or corrections	●	●	
	rarely	usually	always

We appreciate additional observations about this applicant.. \_\_\_\_\_

Print or Type Name \_\_\_\_\_ Teacher's Signature \_\_\_\_\_

School \_\_\_\_\_ School Phone # \_\_\_\_\_ Date \_\_\_\_\_