



## Shrewsbury Montessori School

*Growing Bright Minds from Age 18 Months Through Grade Six  
Established in 1972, Celebrating 50 Years*

# Admissions Process

### 1. Attend a Parent Tour or Open House

Parent tours are scheduled by appointment with the Director of Admissions ([admissions@shrewsburymontessori.org](mailto:admissions@shrewsburymontessori.org)). The Parent tour provides an opportunity for parents to gain an understanding of the Montessori Method and the philosophy of SMS. Tours include observing classrooms in the *Morning Work Period*, and a question and answer session with the Director of Admissions.

### 2. Complete an application

Create an account and complete the online Application through our [TADS Enrollment Management System](https://mytads.com/a/shrewsbury) (<https://mytads.com/a/shrewsbury>).

### 3. Kindergarten Applicants-Submit AISNE Evaluation Form

Kindergarten applicants are responsible for submitting the Association of Independent Schools of New England (AISNE) student evaluation form to the child's current teacher and requesting it be sent to Shrewsbury Montessori School.

### 4. Elementary Applicants-Submit AISNE Evaluation Form and Transcript

Elementary applicants are responsible for submitting the Association of Independent Schools of New England (AISNE) student evaluation form to the child's current teacher and requesting it be sent to Shrewsbury Montessori School. Elementary applicants who are transferring from another school must request an official copy of the child's complete transcript from all previous schools including written evaluations or progress reports, standardized test scores and any additional, pertinent school records.

### 5. Classroom Visit for Elementary Applicants

Once the AISNE Evaluation Form and Transcript have been submitted, a Classroom Visit is scheduled.

### 6. Receive Notification of Decision

SMS has rolling admissions. Enrollment of students is based on a determination by the Admissions Committee that Shrewsbury Montessori School can meet the needs of the child and is subject to availability. Shrewsbury Montessori School extends Enrollment Agreements to current students and siblings beginning January 1 and to new students beginning in February for fall admission. Admission notification continues throughout the spring. Applicants receive admissions decisions via email. Admitted students receive Enrollment Agreement to fill out to complete the enrollment process.

### 7. Complete and Sign an Enrollment Agreement

Applicants must return the Enrollment Agreement and a non-refundable \$500 deposit within two weeks or as noted on the Enrollment Agreement to secure placement for the upcoming school year. All steps are completed on TADS. Please note that the Enrollment Agreement is a financially binding contract for the full academic year. The deadline to withdraw without further tuition obligation is May 1. It is important for families to read the terms of the agreement carefully.

### 8. New Family Visit

The Director of Admissions contacts the families of all newly enrolled Toddler and Children's House students to schedule a twenty-minute visit with the parents and child in the summer prior to the new school year. This meeting helps SMS get to know the child to facilitate class placement for the fall and also allows us to answer any follow up questions the family might have.