



Snake River Montessori School
nurturing potential

Preschool Kindergarten Elementary
2970 E. 1st Street Ammon, ID 83406 (208) 524-4730

POL -03 Rev. 03

Student Admission Policy

Purpose

The purpose of this policy is to define a process for selection of students to be admitted into the Snake River Montessori School (SRMS) in an equitable manner. This policy is especially important when there are more interested students than available positions.

Responsibility

Administrative Staff, teachers

Description

This policy establishes the process of determining a student's qualifications for admission and enrollment to a program for the school year.

Approval

Kari Lasco-Sanders
President of the SRMS Board

Barbara Turner
Secretary of the SRMS Board

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Revised Date: May 4, 2023
Review Date: May 2026



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Student Admission Procedure

An admissions process has the potential to be emotionally charged and to influence the community's image of the school. Therefore, the admissions process must be handled in an equitable and customer-friendly manner.

Definitions

Admission is the process of enrolling applicants into an SRMS program.

The Admissions Committee consists of the Head of School, Assistant Head of School, the affected teacher(s), and any other relevant professionals or specialists who may be appointed by the Head of School.

Application is the process of requesting that a child be considered for admission to a program.

Program Deposit is a payment to reserve a seat in a specific program for the upcoming school year.

Registration is the process of confirming the family's intention of re-enrolling the child for the upcoming school year if qualifications for continued enrollment are met.

Non-discrimination The Snake River Montessori School does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), ethnic origin, sexual orientation or gender expression in hiring, promotion, or training of employees, nor in the admissions, rights, privileges, programs and activities of its students.

Privacy SRMS respects the rights of privacy of all prospective students and families. All reports, records, interview information, and any other information or materials obtained as part of the admission process (with the exception of standard directory information) will be treated as confidential.



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Programs

The Snake River Montessori School has two- separate programs (the Primary Program (Pre/K) program, and the Elementary Program). Candidates must apply to each program separately.

Admission to the Pre/K program does not guarantee admission into the Elementary program. Likewise, admission to a Lower Elementary classroom does not guarantee admission into an Upper Elementary classroom.

Registration

Parents/guardians of enrolled students are expected to register their children, typically in the spring, for the upcoming school year in order to ensure that a place in the program is held for the student, so long as the criteria for continued enrollment are met. Registration includes the payment of a registration fee and completion of the registration package. In the event the parent/guardian declines re-enrollment of the student, there will be no refund of fees.

Admission

The Head of School will establish targets for the enrollment for each grade and for each program, consistent with programmatic guidelines.

A child will be considered for admission into the School only after the following criteria are met:

1. All requested tests, evaluations, student records, student and family visits and interviews, and other forms included in the Application or Registration Package must be completed.
2. All parent/guardian requirements are met, including payment of tuition, completion of necessary admission forms, provision of the necessary records (immunization records, etc.), attendance at parent-teacher conferences and parent meetings, and completion of prior service hour obligations to the School.
3. The Admissions Committee will take into account the School's ability to accommodate particular students' special needs without disruption to the program. Students who have special needs that fall within the School's ability to address may be accepted on a



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provisional basis, with additional stipulations (such as a requirement for a tutor or therapist assistance, etc.). Determinations of suitability will be made by the Admissions Committee in consultation with the parent/guardian.

In exceptional cases, the Admissions Committee may conduct additional student and family interview or request further admissions tests or screenings.

The School will ensure that parents are kept informed and treated with respect throughout the process. Special sensitivity will be given to the process of determining a child's suitability for admission and for consideration of special cases.

Related Policies:

- Child Supervision Policy