

Morningside Montessori School
251 West 100th Street, New York City 10025
(212) 316-1555



For School Year: 2013 - 2014

Applying to Morningside Montessori School

1. Submit an application:

- Download an application form (MS word file), print it out, fill it out and mail it with your \$40 application fee.
Or
- Fill out an online application via our website.
Or
- Call us at (212) 316-1555 to request an application by mail.

Once your application has been received, we will contact you to schedule a tour (tours begin November)

2. To schedule a tour:

Once we receive your application, we will call you.

Tours are scheduled at a time when you can see the classes in action, usually at 10:40 a.m., and they last about an hour. A Morningside parent will show you around and will answer your questions from a parent's perspective. You will then gather in the 5th floor Minyan room or in the 6th floor kitchen to meet Jorinda Moorhead, the Executive Director, and Debbie Gonzalez, the Assistant Director.

3. Child Visits:

Please note that the child visits are half an hour play sessions from approximately 12:35 - 1:05 that are held in one of our classrooms and consist of about 8 children, their parents/caregivers and several teachers.

To schedule a child visit, you may:

- **Schedule an appointment for your child to visit the School, after your tour.** Debbie will be available at the end of the tour. Children visit in *January and February*. If you schedule an appointment and have to change it, we will do our best to accommodate you. Please note that your child's visit is an **essential** part of the application process.

Or

- Call the school to schedule your child visit.

4. **If you contact us after our tours are filled:**

Submit an application

- Download an application form (MS word file), print it out, fill it out and mail it with your \$40 application fee.
Or
- Fill out an online application via our website.
Or
- Call us at (212) 316-1555 to request an application by mail.
- We will put your name on a waiting list for a tour. We will call you if space is available.
- **Call us in early January** to schedule a child visit for January or February.

5. In early March, we will send our decision letters. Parents whose children have been accepted will have ten days to make a decision and submit a deposit to hold their child's place. During those ten days of decision-making, spaces may become available and children may move off the waiting list. We will be in communication with children who are waitlisted throughout the process.

Please note that this admissions process is for parents who are looking at schools about a year ahead of the time they expect their child to attend. We are happy to hear from parent throughout any point in the year, since children withdraw, families move, and places can open up at any time.

