

**Morningside Montessori School**  
251 West 100<sup>th</sup> Street, New York City 10025  
(212) 316-1555



**For School Year: 2011 - 2012**

**1. Applying to Morningside Montessori School**

To apply to MMS, download an application form (MS word file), print it out, fill it out and mail it with your \$40 application fee to:

Morningside Montessori School  
251 West 100<sup>th</sup> St. 6<sup>th</sup> Flr  
New York, N.Y. 10025

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)

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 our kitchen to meet Jorinda Moorhead, the Executive Director, and Debbie Gonzalez, the Assistant Director.

**2. To schedule a child visit at our school, please follow the next steps:**

**Schedule an appointment for your child to visit the School, after your 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.

**3. For parents who call after all of our tours are filled:**

- We will send you an admissions packet. Please return it immediately.
- We will put your name on a waiting list in case a tour slot opens up.
- Call us in early January** to schedule a child visit for January or February. Please note that the child visits are half an hour play sessions that are held in one of our classrooms and consist of about 8 children, their **parents/caregiver** and several teachers.

**4.** In early March, we will send our decision letters. Most children will be either accepted or placed on a waiting list. 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.

*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.*