



MONTESSORI
SCHOOL OF EVERGREEN

Sibling Application Guide

2027/28 School Year

Dear MSE Families,

We're so glad that you're part of our MSE community! Since you are a committed family that understands the long term value of a Montessori Education and already have a child enrolled with us, we want to provide this helpful guide for submitting a sibling application at MSE. This packet is designed to walk you through the process of applying for a spot for any additional children you may have, who you are interested in enrolling next year at our school.

While we strive to accommodate all of our MSE families, it's important to be aware of a few things ahead of time - such as when to apply, our enrollment timeline and how we make decisions, and what steps to take. We want to ensure the process is smooth, and that there are no surprises along the way.

We truly value your continued support and long-term partnership at MSE, and we're excited about the possibility of welcoming another child of yours into our school community! Please take a moment to read through this packet so that you're fully informed. If you have any questions, don't hesitate to reach out.

Thank you again for being such an important part of our MSE family.

Warmly,
Casey LeGalley, Director of Admissions & Enrollment



The Enrollment Process



FALL



WINTER



EARLY SPRING

Application Submitted

Internal families are invited to submit applications for the following school year by October 31st. This helps us gauge how many current MSE families we can accommodate and prioritize in our admissions process.

Wait Pool

Once applications are submitted, internal MSE families are placed into the Wait Pool. We carefully review these applications and try to make accommodations for internal families to the best of our ability.

Contract Offers & Availability

After reviewing the applications, internal families will be the first to hear back from MSE regarding potential enrollment contract offers and availability. All families typically have one week to make a decision about accepting the offer before the spot will be offered to an external applicant family who is waiting to enroll.

When You Can Expect to Hear From Us



Although we wish we could inform families before the start of the calendar year, we are unable to determine the number of available spots in each program and classroom until after the Enrollment Opt-Out process has concluded. *Enrollment Opt-Out period typically takes place toward the end of January and into early February.*

Due to our membership in the ACIS (Association of Colorado Independent Schools), MSE is unable to offer new contracts until after the *Contract Drop Date*, which is set each year by ACIS (this date is usually scheduled for the beginning of March).

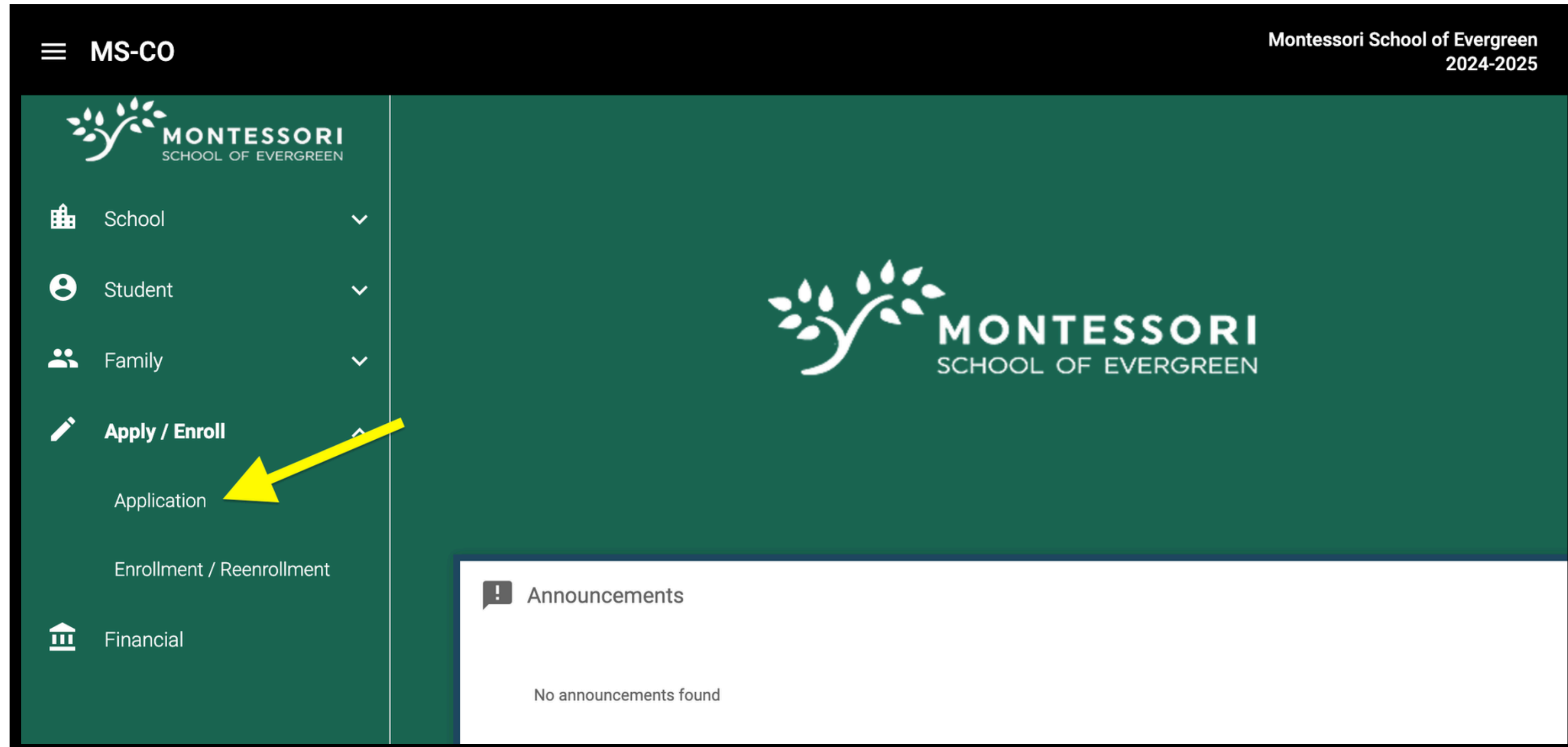
Since we cannot always guarantee that we can accommodate the first-choice enrollment requests of all internal applicants, **we recommend having a backup plan in case we are unable to offer the exact placement you were hoping for.**

REMINDER ABOUT TODDLER REQUIREMENTS

To start in a Toddler Community, your child needs to be at least 15 months old and walking confidently.

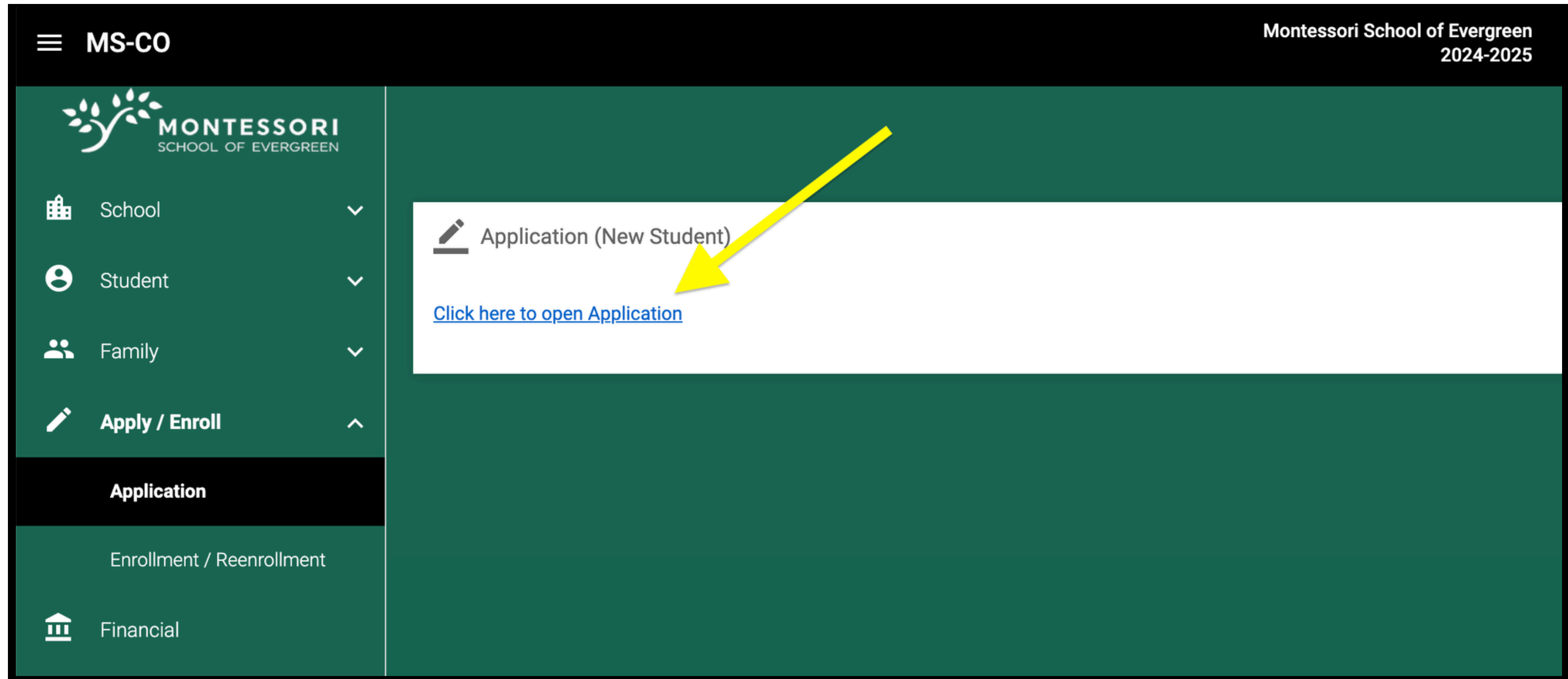


Applying Online: STEP ONE



1. Log into your FACTS Family Portal and under the Apply/Enroll tab, Click on the Application link:

Applying Online: STEP TWO



The screenshot shows the Montessori School of Evergreen website interface. The top right corner displays "Montessori School of Evergreen 2024-2025". The left sidebar contains a menu with the following items: "School", "Student", "Family", "Apply / Enroll", "Application", "Enrollment / Reenrollment", and "Financial". The "Apply / Enroll" and "Application" items are highlighted. The main content area features a white box with a pencil icon and the text "Application (New Student)". Below this text is a blue hyperlink that reads "Click here to open Application". A yellow arrow points from the top right towards the "Application (New Student)" text.

2. Click on the Application link will bring you to a second link that says Click here to open Application. Click on that second link:

Applying Online: STEP THREE

Application

Welcome [REDACTED] You are currently logged in.

Enrollment Students:

The following students are in the enrollment process. Please return to the previous screen and access the student's enrollment packet via the "Enrollment / Reenrollment" link.

- [REDACTED]
- [REDACTED]

Application Students:

You have 2 student applications created:

Student	School Year Applied	Grade Level Applied	Application Status	Admissions Progress Status
[REDACTED]	2022-2023	TH	Submitted 3/11/22	PDF Photo
[REDACTED]	2023-2024	TH	Submitted 10/7/22	PDF

[Create a New Student Application](#)



3. When you click on Click here to open Application, you will see any existing applications you have submitted for your older child, and at the bottom, you will see (in orange) the Create a New Student Application link. When you click on the Create a New Student Application link it will open a new application for you. You will add your child's name and information. However, the application will auto-populate much of your household information:

Applying Online: STEP FOUR

4. FEE REMOVAL: Once you've started your child's application, **please reach out to me via email and let me know**. We do not charge an application fee for currently enrolled families, **but I need to remove it on the backend before you can submit the application**. Unfortunately, we are unable to offer refunds later if you pay for this application fee at the time of submission. Simply email me once you've started the application, and I'll take care of removing the fee. Afterward, I'll email you back so you can finalize and submit the application.

Thank you for applying!

Casey LeGalley

clegalley@montessori-evergreen.org

A Note About Tuition Assistance

Please note that the Admissions Office is intentionally not a part of the Tuition Assistance Committee. This helps ensure that enrollment decisions are made fairly and without any possibility of bias. If you are experiencing specific financial hardships or would like to apply for Tuition Assistance, please reach out to Chong Shirk, Director of Finance and Operations, to discuss available options.

Chong Shirk, Director of Finance and Operations

cshirk@montessori-evergreen.org

FAQ

“I just finished the application for my other child. Does that mean we are guaranteed a spot?”

ANSWER:

Not necessarily. *Although we prioritize siblings of current students, it's important to understand that final decisions are made based on a variety of factors.* Once your application has been submitted, your child will be added to our Wait Pool.

Unlike a traditional *waitlist*, where decisions are made solely based on the order in which applications are received, being in a Wait Pool means that many different factors are taken into consideration when determining who may be offered a Full Day or Half Day spot.



FAQ

“How are placements determined?”

ANSWER:

There are several factors we consider when determining placements for our classrooms each year. To best meet the needs of our school, **the following list outlines some of the many considerations** made in the Admissions Office. These factors include, but are not limited to, the following (*in no particular order*):

Classroom Capacities

Decisions are based on available classroom space and overall capacity.

Current Availability

The number of available spots may vary each year depending on the number of returning students.

Staff Members with Children

Priority may be given to staff families who need care for their own children.

Sibling Applicants

Families with multiple children applying may receive priority for placement together.

Families with Twins or Multiples

Special consideration is given to ensure appropriate placements and keep families together.

Age Considerations

We take the children's ages into account to ensure they are placed in the most suitable program at the appropriate time, especially in cases like Toddler-to-Primary transitions midyear.

Gender Balance

We strive to maintain a gender balance in each classroom to foster an inclusive learning environment.

Specific Medical or Support Needs

We consider any unique medical, learning, or support needs that may require specific classroom accommodations.

FAQ

“What is the *Wait Pool*?”

ANSWER:

A "Wait Pool" is a list of students who have applied for a spot at our school, but at the time of applying, there were not enough available spots to offer admission right away. If a spot becomes available later, we'll offer the spot to someone in the Wait Pool based on a variety of factors and considerations. Sibling applicants are among the first applicants to be considered for open spots at MSE.

Being in the Wait Pool means you're still in consideration, but there's no guarantee that a spot will open up. Families in the Wait Pool will be notified if and when a spot becomes available.



FAQ

"Am I guaranteed a Full Day spot if I requested one in my application?"

ANSWER:

There are no guarantees for Full Day spots. While we understand that many families prefer Full Day spots, please note that we cannot guarantee a Full Day placement even if your older child previously received one or if your older child is currently a Full Day student in our program. We have a limited number of Full Day spots available in each classroom, and priority is given to currently enrolled toddler families who have been waiting patiently to switch from Half Day to Full Day in our Toddler Community. *We make every effort to accommodate families' requests but cannot guarantee Full Day placements.*



FAQ

“We’ve heard wonderful things about a certain teacher. Is it possible to request placement in a specific teacher’s classroom?”

ANSWER:

While we can note your request, we cannot guarantee placement in a specific teacher’s classroom (even if your older child had them). Rest assured, all of our Lead Teachers at MSE are highly qualified, holding AMS or AMI certifications and Early Childhood Education credentials that meet specific training standards through our licensing agency. This ensures our programs provide an exceptionally caring and nurturing environment while staying true to the Montessori Method.





THANK YOU!

Please reach out with any questions:

Casey LeGalley, Director of Admissions & Enrollment
clegalley@montessori-evergreen.org