1. **Get in Touch**
   If you are interested in enrolling your child in Cathedral Hill Montessori School, please get in touch! The Head of School can be reached by phone at 651-222-1555 or emailed at info@chmschool.org.

2. **Caregiver's Visit**
   Parents or guardians interested in the school are first invited to come visit (virtually). This visit includes a school tour, a glimpse into our Montessori classrooms, and a session with our Head of School for additional information. Virtual tours are typically scheduled Tuesday-Thursday between 9:30-10:30am. *If possible, families are asked not to bring children along during the first visit.*

3. **Apply**
   Families who have completed a virtual tour will receive an email containing admissions information as well as the *Application for Admission*, which they submit along with a $50 non-refundable application fee (unless applying for tuition aid).

4. **Acceptance or Waiting Pool**
   The Head of School will process the application and respond within 1-2 weeks. If accepted, an enrollment packet will be sent out promptly to the family. This packet will include an acceptance letter and enrollment contract to be signed by all parents/guardians. Families will have **two weeks** to respond to our offer of acceptance in order to secure the spot. If an opening is not immediately available, your child may be placed in the **Waiting Pool**. *(Read more about our Wait Policy).*

5. **A Place for Your Child**
   Once Cathedral Hill Montessori School has received the signed Enrollment Contract, along with the Registration Fee ($400), a place will be reserved for your child. Families will then receive their own copy of the Family Handbook, a Welcome Letter from your child’s new guide, and your child’s *Phase-in Schedule*. All enrollment forms must be signed and submitted well before your child’s first day of school.

6. **Child’s Visit**
   Once a child’s place has been reserved, the Head of School will work with families to set up a time for their child to come visit the school. During this time, the Lead Guide will show your child the classroom environment, introduce some of the learning materials, and observe your child—a 15-20 minute process. While your child is spending time in the environment, parents are given the opportunity to meet with the Head of School and ask any questions. In the Toddler Community, parents/guardians are invited to visit the classroom with their child.

7. **Phase-In and Orientation**
   To ensure your child has a positive experience during their transition, we provide you with a *Phase-in Schedule* for the first week of school. The phase-in takes place over the first 3-6 days, depending on which program schedule you select for your child. This gradual process sets children up for comfort and success to proceed with their regular school schedule.

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The admissions and enrollment process will take a minimum of 2-3 weeks, please plan accordingly. Cathedral Hill Montessori School admits students of any economic and social class, racial and ethnic background, religious belief and family structure.
Wait Policy

• If our classrooms are fully enrolled, we will place your child’s name in our Waiting Pool. Once an opening becomes available, Cathedral Hill Montessori School admits new children from our Wait Pool, rather than on a first-come first-serve basis. We make every effort to balance our classrooms in accordance with the Montessori method. To be placed in our Waiting Pool, families must first visit CHMS with a virtual tour and submit an Application for Admission.

• Toddler Community openings may become available at any given time during the school year, as children transitioning up into the Children’s House once developmentally ready, and not by any predetermined date. Families interested in our Toddler Community are encouraged to apply as early as possible, as preference will be given to children under 24 months of age. We also prioritize enrollment for siblings of children currently attending CHMS.

• Children’s House students are typically admitted before the start of a new school year each September, but enrollment can continue throughout the year. Families in our Toddler Community Waiting Pool are encouraged to stay in touch regarding interest in the Children’s House. Generally, our school has more availability to begin in one of our two Children’s House communities.

• When an opening becomes available, families in our Waiting Pool will be contacted. Once accepted, you will be offered a Letter of Acceptance and our complete enrollment materials. Upon receiving a signed Enrollment Contract and Registration Fee, your child’s place will be held and the first day of school will be established.