



## Application Checklist

- Attend a Parent Group Tour: Tours are held monthly from October through May, from 9:15-11:15 AM. The tours provide an opportunity for prospective parents to meet with the Head of School, the Director of Admission and teachers. Fundamental principles of the Montessori method and the philosophy of Oak Meadow are shared. Montessori materials are on display for parents to view. Tours include an opportunity to observe children in their classrooms during their workday as well as a question and answer session. Please call the Director of Admission at (978) 486-9874, ext. 226 to register for a tour. Parents attend the tour without children. Additionally, families are encouraged to attend an Open House, held in October and March.
- Print Application: [http://oakmeadow.org/documents/2010-11/AdmissionApplication\\_July2010.pdf](http://oakmeadow.org/documents/2010-11/AdmissionApplication_July2010.pdf)  
A child will be considered for admission upon receipt of the completed application form and the non-refundable \$75.00 application fee. Oak Meadow Montessori School does not discriminate in admission, financial aid, administration of its educational policies and employment practices on the basis of race, color, national or ethnic origin, sex, sexual orientation, marital status, or status as a qualified handicapped individual.
- Transcripts and Evaluations: Parents request an official copy of the child's complete transcripts be sent to OMMS from the child's current school. Parents must also submit documentation if an applicant has undergone professional evaluation (such as speech, hearing, or neuropsychological).
- Print AISNE Teacher Evaluation Form: <http://oakmeadow.org/applying.html>  
Parents are responsible for requesting the *Association of Independent Schools of New England Student Evaluation* form to be filled out by the applicants' current teacher or day care provider, when applicable. The form should be sent directly to Oak Meadow when it is completed.
- Children's House Student Interview: After the application and fee have been submitted, the parent/child interview will be scheduled with the Director of Admission. This is a 45 minute observational interview and tour of the school. Please note that children are eligible for admission the year in which he/she turns three years old by September first.
- Parent Interview for Elementary and Middle School Applicants: After the application and fee have been submitted, the Parent interview will be scheduled with the Director of Admission. This is an opportunity to share important aspects of your child and learn more about Oak Meadow.
- Classroom Visit for Elementary and Middle School Applicants: Once transcripts and evaluations have been submitted and after the parent interview, the classroom visit is scheduled for the prospective student. Lower Elementary applicants (Grades 1-3) spend a part-day in a Lower Elementary classroom. Upper Elementary applicants (Grades 4-6) and Middle School applicants (Grades 7-8) spend a full day in the Upper Elementary or Middle School.
- Admission to Oak Meadow Montessori School: Before new students are accepted, current families have priority for enrollment. Accordingly, admission of new students into the School is subject to the availability of space, as well as a determination by the Admissions Committee that the School can meet the needs of the child.
- Notification of Decision: Offers of admission are made beginning March 10 for the following school year. Admission notification continues throughout the spring on a rolling basis as openings are available. Parents will be notified that their child has been granted admission via a letter and enrollment contract. Parents must return the enrollment contract, deposit, and applicable tuition within two weeks of the date notice is received or risk forfeiting their child's admission.

