



Procedures for Enrollment

Thank you for choosing **World of Knowledge: A Montessori School** for your child's education. We require that one or both parents visit World of Knowledge to learn more about our programs, see our classrooms, view the campus and meet the staff. All student applicants are required to spend 2 consecutive days in the classroom prior to being accepted into our program. This classroom assessment allows the teacher to evaluate your child for placement, it also allows your child to experience our unique program and allows for you to feel comfortable knowing that we are here to provide the best care we can for your child. We would need to have all paperwork, (IEP, 504, Report Cards, etc) BEFORE scheduling an assessment visit.

Once your child has completed his/her assessment visit, **World of Knowledge: A Montessori School** may request teacher recommendations from your current school along with your child's school transcripts. When all necessary paperwork has been received, it will be reviewed by the Director of the School and the teacher to ensure we can give your child the education he/she needs.

Once your child has been accepted, a call will be given with instructions on how to finish the enrollment process. Enrollment packet, signed contracts and the non-refundable application fee of **\$100.00** must be returned to **World of Knowledge: A Montessori School** in order to hold your child's place within the classroom. No later than July 1st of that school year, the book/testing fees of **\$175.00** and technology fee of **\$ 50.00** must be paid. We must have all proper paperwork, fees and records prior to the student being placed in a classroom.

Thank you for your cooperation in making this an easy transition for your child(ren).

Application Checklist for Parents:

Paperwork and deposit for admission evaluation:

- Completed Application Form
- Application Fee **\$ 100.00** (non-refundable)
- Report Cards / IEP / 504
- Birth Certificate
- IQ Test Reports (if applicable)
- Classroom Assessment Visit
- Current shots / physical

Admission Checklist for Parents:

Paperwork and fees are due for admission and enrollment in World of Knowledge: A Montessori School:

- Signed contract
- Book and Testing fees **\$ 175.00** (non-refundable)
- Technology fees: **\$50.00** (non-refundable)

Please contact the office if you have any further questions or concerns.

Tonya Ryan, Director
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