



Silver Bow Montessori School

1800 Sunset Road
Butte, Montana 59701
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www.SilverBowMontessori.org

SBM Early Childhood Admission Procedures

Thank you for your interest in enrolling your child in Silver Bow Montessori School. The school's admissions process consists of the following steps:

Step 1: Call the school to schedule a tour or attend an open house.

Step 2: Complete *Application for Admission* and submit non-refundable \$25 Application Fee.

Note on Early Childhood Program Readiness - The SBM Early Childhood Program provides a curriculum and environment designed for children ages 3 through 6. Children in this classroom must be able to handle toileting independently unless lack of toilet training is due to a medically diagnosed condition. Children ready for this classroom have adequate communication skills to convey their needs to adults, as well as the ability to concentrate for three to five minutes at an activity. Children 3 years of age may be enrolled for a half day schedule during their first year, but full day enrollment is expected for the second year or when your child is ready. In limited cases, children between 2½ and 3 years old may be admitted based upon demonstrated readiness.

Step 3: Applications for enrollment at SBM are accepted on a first-come, space-available basis, and a waiting list is maintained when necessary. While precedence on the waiting list is a primary factor in order of admissions, the school reserves the right to maintain age and gender balance in the classroom, as well as to consider student readiness, in all admissions decisions.

Step 4: If your child is selected for admission, you will receive a letter of acceptance along with documents needed to secure your enrollment. The following must be returned within two weeks of acceptance in order to secure your student's enrollment:

1. Signed acknowledgement of *SBM Parent/Student Handbook* – This handbook provides much useful information and outlines behavioral expectations required for continued enrollment in any SBM program.
2. Signed *Financial Terms and Conditions Agreement* – This agreement outlines policies regarding tuition, fees, service hours, withdrawal, and other matters.
3. The non-refundable \$100 enrollment fee.

The acceptance package will also include various authorization, emergency contact, and immunization forms required for participation in school programs. These additional forms must be submitted to the school by August 15.

Step 5: Parents/guardians of enrolled students should expect to receive calendars and further information about the upcoming school year in mid-July. Orientation meetings for parents are held the week before school begins. The beginning of the SBM school year typically corresponds to the beginning of school at Butte School District #1.