

Adopted: 10-20-2004

Reviewed: 1-15-20 by Board of Directors

Revised: 1-15-20 by Board of Directors

BLUFFVIEW MONTESSORI SCHOOL POLICY 501 ADMISSIONS

I. PURPOSE

The purpose of this policy is to provide guidelines for enrollment of students to BMS.

II. GENERAL STATEMENT OF POLICY

The Bluffview Board of Directors believes that parents have the responsibility to select the most appropriate educational programs for their children and that parental commitment to the educational program is a significant and positive choice. The Board also recognizes that choice in the selection of a public school provides parents and learners an opportunity to seek a school that best fits their needs and interests. This policy addresses the terms and conditions of student enrollment in Bluffview Montessori School.

III. ADMISSION REQUIREMENTS

A. Children's House Pre-School

1. Children must be 33 months of age by their first date of attendance.
2. Children must be toilet trained meaning they are fully independent with personal toileting needs.
3. Enrollment of classroom shall not exceed 20 children with a ratio of one adult per every ten children enrolled.
4. Continued enrollment is subject to the child's ability to contribute to the classroom community and flourish in the Montessori learning environment as determined by the teaching team.

B. Kindergarten through eighth grade

1. Children must be age 5 by September 1st of the current school year to enter Kindergarten. The parent of a child whose fifth birthday falls between September 2nd and September 30th inclusive may request early admission of that child to kindergarten under conditions described in Policy 502.
2. Students must live in the State of Minnesota.
3. One of the following conditions must be met:
 - a. The custodial parent of a student must live in Minnesota
 - b. The parents of a student who live together must live in Minnesota.
4. Eligible students who submit a timely application shall be enrolled, unless the number of applications exceeds the capacity of classroom (elementary-25, and middle school-40), Montessori program level (kindergarten-25, lower elementary-75, upper elementary-75, and middle school-40) or entire school program (215). The classroom or program level may only be overenrolled under special circumstance and at the discretion of the teaching level team.
 - a. If the number of applications exceed the number of openings then students shall be accepted by lottery. Lottery drawing takes place in February.

- b. A drawing shall be held at each grade level if the number of applicants exceeds the positions available.
- c. Preference for enrollment shall be given to a sibling of an enrolled pupil and to a foster child of that student's parents before accepting other students by lot. Preference for enrollment shall also be given for children of school staff.
- d. If multiple birth siblings apply for admission to Bluffview Montessori and a lottery is needed, Bluffview shall enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted. In the event that admission of multiples fill the enrollment, the remainder of the multiples will be placed first on the waiting list.

5. Waiting Lists

Waiting lists are constructed in the order drawn in the lottery. After conclusion of the drawings, Bluffview shall add to the waiting lists on a first come first serve basis. This waiting list is used to fill subsequent openings for the following academic year.

IV. REQUIRED FORMS

- A. Enrollment form for new students
- B. Student Information form
- C. Health form including immunization records
- D. Emergency information
- E. Contract form and deposit for Children's House students
- F. Early Childhood Screening records (Kindergarten only)
- G. Previous school records including any Individual Education Plan (IEP) information.

Legal References:

MN Statutes 124E.11: Admission Requirements and Enrollment