
Enrollment Procedures and Policies

A Quick Guide and FAQ

If you want your child with us, we want your child with us!



Time Line (Getting Started):

1. Rolling enrollment for Infants and Toddlers
2. Three Start Dates Per Year for Pre-Primary Classes (approx. age 3 – 6)

We try hard to ensure that we meet each child at his or her level and provide an appropriate learning environment and peer group. Recognizing that childrens' birthdays are not all in September and that each child develops at a different pace, particularly at this age, we offer flexibility in our start dates. We move children/enroll children into our Pre-primary classes in June, September and January. For June and September Start Dates we begin scheduling parent visits in January. For January start dates, we begin scheduling parent visits in June.

Getting to Know Us (First Steps):

1. Request & Review Information Packet
2. Schedule/Confirm Parent School Visit

To obtain an information packet with a suggested school visit date, please email your request to Information@toritschool.org. Please provide a mailing address, an email address and a preferred contact phone number to ensure receipt of all school communications.

Digging In (Next Steps):

1. Visit Classrooms and Meet Executive Director
2. Contact a current parent (optional)
3. Request an Enrollment Packet

At your parent visit, you will receive contact information for a current parent(s). Your parent contact(s) will be selected based upon your specific interests or concerns for your child, as revealed or elicited in your conversation with the Executive Director.

Getting to Know Each Other (Final Steps):

1. Address any questions to the Executive Director at Kristen@toritschool.org
 2. Provide the Enrollment Paperwork and Two-Month Tuition Deposit
 3. Schedule/Attend Individual Parent Orientation Visit
 4. Schedule Child Introductory Visit (Optional)
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Frequently Asked Questions

What is Your “Admissions” Process?

If you want your child with us, we want your child with us. We have an enrollment process rather than an admissions process. The steps laid out in the Enrollment Process – Quick Guide are fairly simple. We collect your contact information and send you an Information Packet. The Information Packet contains brochures, our Mission Statement, Tuition Rates, the Enrollment Process – Quick Guide and these FAQ. Most importantly, the Information Packet contains a suggested parent visit date. The parent visit allows you the opportunity to become familiar with our classrooms, staff and Executive Director. At the parent visit, we will determine the information you need to make an enrollment decision for your child. The next step, after you have gotten the information you need, is to complete enrollment paperwork and provide a tuition deposit. Enrollment paperwork is in the Enrollment Packet.

We do ask that you affirmatively request an enrollment packet via email to Enrollment@toritschool.org only after your parent visit. We do not provide enrollment packets at the parent visit. Our first-come, first-enrolled policy and our rolling enrollment work best when we partner with parents in determining each family’s level of interest in our school. By letting us know that you are very interested in us by requesting an enrollment packet,

we can make sure that you are moving through the enrollment process in a manner that best guarantees a spot for your child.

Finally, once we have all of your paperwork and your child’s spot is guaranteed, we will have you in for an orientation visit. The purpose of this last step is to orient your child’s teachers to your child. This is your opportunity to tell us everything you wish to tell us about your child.

When are “Applications” Due?

Enrollment is on a rolling basis at the infant and toddler levels. At the pre-primary level (age 3 – 6) we have three enrollment dates to accommodate different childrens’ birthdays throughout the year. We enroll in September, January and June.

Since we operate on a first-come, first-enrolled basis, there is no deadline for providing the enrollment paperwork. However, in order to ensure that we have a spot for your child on your desired enrollment date, please do keep in mind the dates on which our enrollment process opens for September, June and January.

September: January 15th Open
June: January 15th Open
January: October 15th Open



Can We Get on the Wait List?

We do not keep wait-lists, per se. However, if you wish to join us at a time when we do not have a spot, we will communicate regularly with you about projected openings. We invite you to check in with us at any time and as frequently as you would like.

What Happens at the Parent Visit?

We ask parents to take the time to observe classrooms and to meet with our Executive Director to gain an understanding of our mission and community. This is your time, despite being a required part of our enrollment process. It is a key piece of our effort to ensure that we enroll those families who truly want to be with us.

What if I Cannot Make My Suggested Parent Visit Date?

We suggest parent visit dates in order to accommodate individual visits by every prospective parent while avoiding groups of parents in our classrooms. Multiple visitors at any one time would interfere with our students' concentration and sense of ownership of their classroom space. That being said, one of our key aims is to cater to working and busy parents. So, we understand if the suggested parent visit date is inconvenient. While we would love your help in rescheduling easily moved appointments on your calendars,

please do NOT try to "move mountains" to make a suggested visit date. Let us know as soon as possible that you wish to visit at another time and we will reschedule.

May/Should I Bring My Child to My Visit?

This question may have many dimensions, depending on your familiarity with other school processes or your personal parenting style. So, we provide answers from a few different perspectives.

At no point in your decision-making process do we need to meet your child. We do not do child "evaluative" visits as part of an admissions process. Remember if you want your child with us, we want your child with us. Our skilled teachers enjoy the challenge of determining the right teaching tools and materials for each child from the moment he/she enters our doors. The Montessori method is conducive to working individually to build each child's skills.

You may be a parent who has employed limited use of babysitters. This may be particularly true if your child is very young. For those of you considering enrolling infants, you are welcome to bring your child who is younger than one year old with you to the visit. (Of course, you may come alone if you feel better able to focus on your own!) For those of you with children older than one, we do



ask that you work with us to schedule a visit at a time when you can arrange for a couple of hours of child care. In considering this request, please remember that at various times of the year, we have prospective parents visiting our classrooms every day. This means that we would potentially have young children stopping in for a one day visit every day. To understand why this is not just a daily fun “play date” requires more explanation of the Montessori method.

We focus tirelessly on the experience every day for every child enrolled in our classrooms. Montessori allows children an unprecedented independence in the classroom space. However, independence without often introduced and reinforced classroom ground rules and procedures would look like chaos! It is not reasonable to expect your child of 2 – 4 years of age to learn the way in which we “play” and “work” in each classroom on a single day visit. Nor is it reasonable to expect visiting parents (or the teachers) to restrict the natural manner of any visiting 2 – 4 year old child’s participation in a new and exciting environment. Unfortunately, there is an inherent tension between creating the atmosphere and experience we want every day for our enrolled students and integrating many prospective toddlers and preschoolers into the classroom for one day visits. If you decide

to enroll with us, I guarantee that you will appreciate the parent-only visit policy for prospective parents because it will enable us to provide your child with an invaluable environment conducive to concentration and the resultant building of skills. If you have any concerns or questions about this, please contact Kristen@toritschool.org so that we may further discuss the Montessori method and arrive at a mutual agreement on the need for a controlled environment in the classroom.

After receiving all of the enrollment paperwork and prior to any child’s start date, we are happy to arrange a child visit to the school so that any enrolling family can begin to introduce the idea of school to a child prior to the first day. Further, we schedule individual parent orientation visits so that parents have the opportunity to speak directly with the child’s teacher, sharing as much information as possible about a child prior to the child’s starting school with us. This opportunity for an in-depth individual discussion of your child with your child’s teacher prior to the start of school is a feature that you may find unique to our school. Our small community enables this level of personal attention.

