

Re-Enrollment and Sibling Applications

RE-ENROLL your currently enrolled child:

- Re-Enrollment Form for the applicable program.
- \$300 per child Re-Enrollment Fee - This fee holds your child's space and is non-refundable.
- Current students are assured placement in a suitable program - specific class/time/day requests are considered but are not guaranteed.

APPLY for a SIBLING:

- Sibling Application for the applicable program
- \$500 per child New Child Enrollment Fee - This fee holds your child's place and is refundable only if there is not a space available
- Siblings of current students are enrolled depending upon age/gender space availability within the suitable program.

**** SEE FORMS FOR GUIDELINES REGARDING ELIGIBILITY FOR EACH PROGRAM ****

CLASS PLACEMENTS

Suitability of program for child, maintaining a level of class consistency, meeting the needs of all the children, as well as maintaining age and gender balance in each classroom are always major considerations used in determining placements.

Primary classroom assignments (Ward-Hobbs or 440) are made at the end of May.

*Specific (class/time/day)placement requests are considered according to space availability within age and gender balance.

Placement request IS guaranteed if:

- If your child is of the appropriate age and you re-enroll your child in the program and class in which they are currently enrolled.

Placement requests are NOT guaranteed if:

- If your child is moving to the next level (Toddler to Primary or Primary to Extended Primary)
- If you enroll for a change in day, time or class
- If you apply for a new sibling.

We often have more requests for changes than space available for those changes, in which case we may conduct in-house lotteries to determine placement.

Please know that we are working toward the best outcome for all. **We will notify you only if we are unable to place your child in the program or time/day slot requested** or if we have questions about your application. It will take several weeks to finalize all placement changes. Your patience is appreciated in the process.

We will notify you of new placement results as they become available.

Forms are to be completed on-line through the *Parents Resource* tab at www.cgmontessori.com. Financial assistance information is included with *Tuition and Fees*, as well as the website through the *Admissions* tab. As always, feel free to contact the Admissions office with questions.

- ✓ Review guidelines before re-enrolling.
- ✓ Forms and fees are due to CGMS by **January 31**
- ✓ The fees will be debited from the account on file with the school if you pay tuition by installment.
- ✓ If you paid tuition in full for the current year, please bring or mail a check to the school.