

❖ The Admissions Process at MMS ❖

Usually, by & large, and mostly, this is how it works:

1. YOU CALL US for an admissions packet (brochure, application, summer brochure) and we send it. You look it over. If you find that MMS interests you, then you...

2. CALL US AFTER SEPTEMBER 20, this time to make an appointment to take a tour of the School. Tours take place on *Tuesday, Wednesday & Thursday mornings in November & December*. Call us as early as possible because TOURS FILL UP QUICKLY.

We recommend that you take a tour *before* you send in the application & fee. The purpose of the tour, after all, is to help you decide whether or not you want to apply. (You should be aware that submitting your application does *not* guarantee you a place on a tour; that can only be accomplished by calling us for an appointment.)

About the tours: we schedule these at a time when you can really see the classes in action - usually about 10:30 in the morning. They last about an hour. A Morningside parent will show you around and will answer your questions from a parent's perspective. You will then gather in the office to meet Susan Gemberling, the Director, and Debbie Gonzalez, Assistant Director, who will answer any other questions you might have.

3. If, after taking the tour, you decide you *do* want to apply, then you need to do 2 things:

CALL US BETWEEN DEC. 1ST AND DEC. 20TH to make an appointment for your child to visit the school. We have children come to visit in *January & February*, but YOU MUST CALL BY DECEMBER 20th to make the appointment because slots are limited. (If you make an appointment & then find you have to change it, we will try to accommodate you, but you should know that - due to limited time - we might *not* be able to re-schedule.) FYI: AT MMS, THE CHILD'S VISIT IS AN **ESSENTIAL PART OF THE APPLICATION PROCESS**. You also need to...

SEND US the application & \$40 application fee. (For parents who have been on a tour *and* who have made an appointment for their child to visit, THE APPLICATION DEADLINE IS DECEMBER 15 - meaning, MMS must have the application in hand by Dec. 15.) In filling out the application, you should check off the class to which you are applying for your child. If several classes are of equal interest to you, then you should indicate that fact on the application. If several classes are of interest to you - but not equally - then you should number the classes in order of interest. If you are undecided as to what to do, call us & we will talk it over with you.

PLEASE NOTE: Throughout the admissions process, *you* are the one who must do the calling. We're sorry but we just don't have the administrative staff to call parents for appointments.

4. FOR PARENTS WHO CALL AFTER ALL OF OUR TOUR SLOTS ARE FILLED:

We will send you an information packet.

If you ask us to, we will put your name on a waiting list in case a tour slot opens up (but you should be aware that this might *not* happen). However, IF YOU KNOW THAT YOU WANT TO APPLY - even though you haven't gotten to see the school first - we recommend that you...

CALL US IN EARLY JANUARY, to see if we have any openings for our January/February child visiting slots. If we do, we'll be happy to make an appointment for you & your child to come together for a visit. (The tours were for parents only. The visits are for a group of about 8 children & their parents & several teachers in one of our classrooms; they consist of play sessions that last about half an hour. Toddler applicants & their parents have individual - rather than group - visits.)

5. In early March, we (along with most other nursery schools & kindergartens) send out letters letting parents know whether their child has been immediately accepted or whether their child has been placed on a waiting list. Parents whose children have been immediately accepted have about ten days in which to make their decision. At the point that they choose a school, they are asked to put down a deposit to hold their child's place. During those ten days of decision-making, changes take place, spots open up & children often do move off the waiting list.

The above admissions process is for parents who are looking at schools about a year ahead of the time they expect their child to attend. We are happy, however, to hear from parents at any point in the year since children drop out, families move and place can open up at any time.

