

Fort Collins Montessori School Enrollment Policy

Revised November 16, 2017



General Enrollment information

Important dates

November 17, 2017 – February 9, 2018	Open Enrollment for Preschool and K-6th
January 19, 2018	Last day for currently enrolled students to submit an Intent to Re-Enroll form.
February 16, 2018	Lottery for Open Enrollment
February 20	Offers extended to students selected in the lottery
February 26	Parents to inform FCMS if they accept or decline offer.
February 12, 2018 – September 28, 2018	Post-Lottery Enrollment for K-6th
February 12, 2018 – end of 2018-2019 school year	Post-Lottery Enrollment for Preschool

We strongly encourage prospective parents to attend our Open House events in January, 2018. We also strongly encourage those who have been notified of a position in our K-Elementary program to schedule a meeting and classroom observation with our Head of School. The dates and times of our Open House events will be posted on our web site calendar and in Poudre School District marketing materials. Our web address is www.focomontessori.org.

Enrollment at FCMS differs slightly for Preschool grades (ages 3 and 4) and Kindergarten through 6th grade. Both procedures have a priority order for admission, and both employ a lottery if the number of applicants exceeds the number of spaces available. There are two enrollment periods, Open Enrollment and Post-Lottery Enrollment. To be eligible for the lottery for either Preschool or K-6th, applications must be postmarked during the **Open Enrollment Period, November 17, 2017 – February 9, 2018**. Families may also enroll during the Post-Lottery Enrollment period and will be placed on a waiting list if there are no spaces available.

Placement in a program is prescribed by the student's age as of September 15th for students entering Preschool through 1st grade the upcoming school year (see enrollment policies below). If the incoming student is enrolling in 2nd through 6th grade, he/she will be placed in the grade level which corresponds to the grade level he/she would be entering in his or her former school.

Currently enrolled students have priority for enrollment in Fort Collins Montessori School for the following school year (see Priority Order for Admission, below). Currently enrolled students must submit an intent to re-enroll form by **January 19, 2018**.

Any questions about enrollment should be directed to our Business Manager, at

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office@focomontessori.org or 970-631-8612.

FCMS Tuition Schedule

FCMS is a public charter school. Half-day Kindergarten and grades 1-7 are publicly supported and require no tuition. Preschool programs (ages 3 and 4) and full-day Kindergarten are tuition based. See below for the tuition schedule. All students pay a supply fee. Preschool applications must be accompanied by a \$50 non-refundable fee. Children from families with limited incomes may be eligible for tuition and fee reduction. See our Tuition and Fee Reduction Policy and/or inquire with our Office Manager.

Preschool or Kindergarten	2017-2018 Annual Tuition and Fees
Half Day Kindergarten (5 days/wk; 8:30-12:30 daily)	Publicly Supported, No Tuition
Grades 1-7 (5 days/wrk; 8:15-3:00 daily)	Publicly Supported, No Tuition
Full Day Preschool Program (5 days/wk; 8:30-3:00 daily)	\$7835(10% non-refundable deposit = \$783)
Half Day Preschool Program (5 days/wk, 8:30-12:30 daily)	\$4700 (10% non-refundable deposit = \$470)
Full Day Kindergarten (5 days/wk; 8:30-3:00 daily)	\$3920 (10% non-refundable deposit = \$392)
Supply Fee/child (for all students)	\$160
Application Fee (Preschool ONLY; non-refundable)	\$50

2017-2018 Enrollment for Kindergarten – 7th Grade

Open enrollment for K-7th

Open Enrollment is **November 17, 2017 –February 9, 2018**. To apply, please complete the Application Form and our Parent Agreement Form. Mail completed forms to us at 1900 S Taft Hill Rd, Fort Collins, CO, 80526. Forms must be delivered by the US Postal Service and postmarked no later than the last day of Open Enrollment. You will receive an email when your application is received. If you do not receive

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this notification within three days of mailing your application, email office@focomontessori.org to confirm that it has been received.

Admission to FCMS is determined based on a priority order for admission (see Priority Order for Admission below). If there is more interest during Open Enrollment than there are spaces available, admission will be determined by lottery one week after the last day of Open Enrollment.

After the lottery, notification of an offer for a position will be made by e-mail no later than one business day after the lottery. After receiving the offer, we ask that applicants accept or decline the offer via email **within two business days**. If we do not receive an email reply within two business days, we will attempt to contact you by phone for two days. Should a family not respond to notification within four business days of an offer, their child's name shall be withdrawn and that available spot will be offered to the child at the top of the waiting list. If you decline, we ask that you let us know; if we do not hear from you, we will assume you have declined. Once you accept, you will receive an Enrollment Packet. Completed enrollment packets must be received at our school office **within 2 weeks of acceptance**. Applicants who are not selected by the lottery will be placed on the waiting list for the desired grade and may receive an offer for enrollment as spaces become available.

Post-Lottery Enrollment, K-7th

For K-7th, Post-Lottery Enrollment is **February 12, 2017 – September 30, 2018**. To apply, please complete the Application Form and our Parent Agreement Form. Mail completed forms to us at 1900 S Taft Hill Rd, Fort Collins, CO, 80526. Forms must be delivered by the US Postal Service and postmarked no later than the last day of Post-Lottery Enrollment. Applications received during Post-Lottery Enrollment will be placed on the appropriate waiting list if there are no spaces available (see Priority Order for Admission below for information on what waiting list is appropriate for your child). Note that waiting lists are continually adjusted to maintain priority order for admission. When spaces become available, an offer for that space will be made to the next person on the waiting list at the time the space becomes available. This offer will be made within five business days of the space becoming available. No new offers for K-7th enrollment will be made after Sept 28, 2018.

You will receive an email when your application is received. If you do not receive this notification within three days of mailing your application, email office@focomontessori.org to confirm that it has been received.

Preschool Enrollment Policy

Families interested in enrolling their children in the FCMS Preschool Program are encouraged to familiarize themselves with the Montessori Method. In keeping with our Mission, Fort Collins Montessori School offers a preschool program that is a full or half day, five-day per week program. We hire teachers who are Montessori certified (either Association Montessori Internationale, AMI or American Montessori Society, AMS) for the level they teach. Finally, we equip our classrooms with an AMI approved list of Montessori materials.

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Our full day, five day a week classic Montessori preschool program best supports your child's social, emotional, and academic skill development. We offer a limited number of half day placements to three-year-old and four-year-old applicants for families who are not yet ready to commit to a full day program. FCMS recognizes that full time enrollment is considered "best practice" in a Montessori school and strongly encourages parents to enroll in full day as soon as possible. Children must have turned 3 years old by September 15, 2018 to enroll in our preschool program. Applicants are strongly encouraged to be fully toilet-trained, with the ability to go to the restroom independently, and must also be able to express their needs and ideas to adults, as well as take directions from adults.

There is a nonrefundable preschool application fee of \$50. A preschool application is not considered complete without this payment.

Open Enrollment, Preschool

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After the lottery, notification of an offer for a position will be made by e-mail no later than one business day after the lottery. After receiving the offer, we ask that applicants accept or decline the offer via email within two business days. If we do not receive an email reply within two business days, we will attempt to contact you by phone for two days. Should a family not respond to notification within four business days of an offer, their child's name shall be withdrawn and that available spot will be offered to the child at the top of the waiting list. If you decline, we ask that you let us know; if we do not hear from you, we will assume you have declined. Once you accept, you will receive an Enrollment Packet. Completed enrollment packets must be received at our school office within 2 weeks of acceptance. Applicants who are not selected by the lottery will be placed on the waiting list for the desired grade and may receive an offer for enrollment as spaces become available.

Post-Lottery Enrollment, Preschool

For Preschool, Post-Lottery Enrollment is **February 12, 2018 through the end of the 2018-2019** school year. To apply, please complete the Application Form and our Parent Agreement Form. Mail completed forms to us at 1900 S Taft Hill Rd, Fort Collins, CO, 80526. If no space is available, applications received during Post-Lottery Enrollment will be placed on the appropriate waiting list in the order received (see Priority Order for Admission below for information on what waiting list is appropriate for your child). Note that waiting lists are continually adjusted to maintain priority order for admission. You will receive

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an email when your application is received. If you do not receive this notification within a reasonable amount of time after application, email office@focomontessori.org.

Fort Collins Montessori School reserves the right to implement, as applicable, the following Poudre School District Right to Rescind or Amend Policy:

The District reserves the right to rescind and/or amend any or all choice/open enrollments, including the reassignment of choice/open-enrolled students to their neighborhood schools or to other choice schools or programs with available space, if it determines that (1) the choice/open enrollment was obtained through misrepresentation or nondisclosure of a material fact, (2) there is overcrowding of facilities in the choice school or program, (3) the choice school discontinues a particular program, (4) the choice school or program cannot continue to meet the special needs of the student, (5) the student no longer satisfies the eligibility criteria or level of performance required by the choice school or program, or (6) for other reasons authorized by law and considered by the District to be in the best interest of the student and/or the school or program

Priority Order for Admission to FCMS

For each grade level where the number of new applicants exceeds the number of spaces available, and during Post-Lottery Enrollment as applicants are added to the waiting list, the determination of placement for each applicant shall be made based on the following order of priority:

1. Currently enrolled students (Preschool and K-7th grade) who have submitted an Intent to Re-enroll form by **January 19, 2017**.
2. Children and grandchildren of “founding families,” defined as (1) members of the Fort Collins Montessori School Board of Directors at the time the Charter was approved who have committed to serving a full three-year term, and (2) families who submitted an Intent to Enroll Form for at least one child by the last business day of June 2013, AND who completed at least 20 hours of volunteerism with FCMS by August 15, 2013.
3. Children of full-time staff.
4. Siblings of Fort Collins Montessori School students.
 - a. Should there be more siblings of Fort Collins Montessori School students than enrollment openings for a given grade level, enrollment shall be offered by computerized random selection from this priority group for the affected grade level.
 - b. Sibling means: any child/children living in the same household or with a common parent(s)/legal guardians in separate households. This includes children who become siblings by marriage and/or adoption. Any sibling born while a student is enrolled may retain that status even if the original student graduates from Fort Collins Montessori School before he/she reaches Kindergarten. If sibling priority is forfeited more than once, sibling priority will no longer be honored.

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- c. Any sibling offered a position in the first semester must enroll or forfeit their position, and are then subject to general lottery rules. Sibling priority applies to an applicant for K-7th who has a sibling already enrolled in K-7th. Sibling priority also applies to applicants for preschool (the 3 and 4-year-old program) who have a sibling in preschool or K-7th. Sibling priority DOES NOT apply for an applicant to K-7th who has a sibling only in the Preschool (3 and 4-year-old program).
5. District residents (physical mailing address within the Poudre School District).
6. Non-district residents.

Please direct questions to office@focomontessori.org

Waiting list

Applicants who were not placed during the lottery will remain on the waiting list. The waiting list shall be continually adjusted to ensure that the students are in the priority order for admission. When making such adjustments, the order of students within each priority level shall be determined by their length of time on the waiting list. Whenever space becomes available in a grade level, applicants shall be considered for acceptance at that time in order of their placement on the waiting list. Offers for newly available spaces will be made within five business days of the space becoming available. Each waiting list will remain active for the duration of the Post-Lottery Enrollment period (**Feb 12, 2018-September 28, 2018** for K-7th; **February 12, 2018 through the end of the 2018-2019 school year for Preschool**). To participate in the subsequent year's lottery, parents must again follow the Open Enrollment procedures for that year.

Forms

[Application Form](#)

[Parent Agreement Form](#)