



Admissions Procedure





Welcome to The Montessori School of Calgary (MSofC). The MSofC is committed to establishing the academic, emotional, social, and physical development of children so they may become a self-directed learner, flexible thinker and creative problem solver. The MSofC is a school that is child-centered within a nurturing environment where experienced Guides support each of their students with trust, respect and responsibility.

In carefully prepared classrooms, children are grouped together in three-year age spans. They learn how to follow and then, how to lead. Primary and Elementary classes are multi-aged and multi-graded and are based on specific planes of development. The Primary program is for children ages 3-6, and the Elementary program is for children ages 6-12.

Primary (Casa) Program

Half Day (3 Years of Age)

The MSofC Primary Program is open to children from all academic backgrounds. Applicants to the Program must be 3 years of age by December 31 in the first year of their attendance.

Half Day (4 Years of Age)

The MSofC Primary Program (4 years) is open to children from all academic backgrounds. Due to the unique nature of the Montessori program it is best for the child to have Montessori experience. However, the MSofC Administration will consider children without Montessori experience on an individual basis.

Transfer Students

Extended Day (5 Years of Age) and Elementary Program (Grade 1 – Grade 6)

The MSofC Primary Extended Day (5 years) and Elementary Program applicants are classified as a “transfer student”. Due to the unique nature of the Montessori program it is best for the child to have prior Montessori experience. However, the MSofC Administration will consider children without Montessori experience on an individual basis.

Admittance is not based on student testing, but rather on ensuring the MSofC is the right fit for your child and your family.



Application Procedure

1. Application

Please download, complete and submit the Application for Admissions form and send to the MSofC by mail or drop off (2201 Cliff Street, Calgary, AB, T2S 2G4).

The Application should include:

- Application for Admissions
- Copy of the child's birth certificate
- \$100 non-refundable application fee

2. Parent Orientation (Mandatory)

If you are not ready to submit an Application for Admissions form, but you would like to find out more about the MSofC, please send a request to attend the annual Parent Orientation by email to admissions@msof.ca. Be sure to include your child's full name, date of birth and your contact information.

Once the Application for Admissions form is received by the MSofC, parents are invited to attend the Parent Orientation, which is held in November each year. During this meeting, the Montessori philosophy and methodology is explained in detail. There is no fee associated with attending the Parent Orientation.

3. Phone Interview (Mandatory)

Phone Interviews are conducted following the Parent Orientation for those who submitted an application. Based on the interview results, candidates are conditionally accepted (A) and are invited to participate in the next phase (Administration Home Visit) of the enrollment process. All other candidates will be placed on the waitlist (B).

- A. Conditional Acceptance: A letter is sent inviting the family to participate in the MSofC enrollment process (steps 4 – 9).
- B. Wait List: Parents who wish to be placed on the waitlist must submit an application and attend a Parent Orientation. Should a space become available, applicants are invited to participate in the MSofC enrollment process.

4. Administration Home Visit (Mandatory)

The Administration Home Visit is an informal meeting at your residence with a member of the MSofC Administration. The meeting is a chance for you to fully understand the principles of a Montessori education and to determine if it is a good fit for you and your child.



Application Procedure (Cont'd)

5. Parent Education Workshop (Mandatory)

The Parent Education Workshop is a mandatory component to the application process. It allows parents the opportunity to foster a deeper understanding of the Montessori methodology.

The workshop is held in February of each year and a formal invitation will be sent.

6. Letter of Acceptance

Applicants will be notified (by email) within two weeks of the Parent Education Workshop. Successful applicants are those families who have a solid understanding of the Montessori philosophy and who are committed to supporting the methodology.

7. Classroom Observation

Classroom observations allow parents to see children work and interact in a Montessori community. Observations are one hour in length on Tuesdays, Wednesdays or Thursday mornings from 9-10 am. Following the classroom observation, parents are invited to meet with the MSofC Administration to discuss their classroom observation and to address any questions.

8. New Parent Information Presentation

New Parent Information Presentation is scheduled in May of each school year. During the presentation, the MSofC Guides provide an outline of the daily routine of the Montessori classroom and how parents can best prepare their child during the summer months. It also allows parents the chance to ask any questions and to meet other Montessori families.

9. Guide Home Visit

A Guide Home Visit is conducted by the child's Primary (Casa) Guide and Assistant, and is scheduled for late August, prior to the start of the school year. The beginning of each new school year is an exciting time bringing with it a sense of wonder, enthusiasm and a bit of natural anxiety. When the MSofC Guide meets the child in their home environment, it helps to alleviate some of this anxiety and ensures a smooth transition for the entire family into the MSofC school community.