



TWIN PARKS

MONTESSORI SCHOOLS

PARK WEST MONTESSORI SCHOOL
435 Central Park West NY, NY 10025
(212) 678-6072 enroll@twinparks.org

Dr. Kathy Roemer, *Executive Director*
Shelly McGuire, *Director of Admissions*
Jessica Anub, *Education Director*

RIVERSIDE MONTESSORI SCHOOL
202 Riverside Drive NY, NY 10025
(212) 665-1600 admissions@twinparks.org

Dr. Kathy Roemer, *Executive Director*
Candace La Douceur, *Director of Admissions*
Candace La Douceur, *Education Director*

DIRECTIONS FOR ADMISSION

1. So that we can accommodate as many families as possible that would like to apply to the Twin Parks schools, we will only accept one application per family. Please submit your application to the school of your choice. Since we are one school with two campuses, we suggest that you apply to the school that is closest to your home or has the easier commute for your family. Be assured that if one school does not have an opening that matches your child's age, we will share your application with our sister school.
2. After reading through the enclosed information, please fill out your application form and return it to the school with a \$25.00 application fee. Applications are accepted beginning September 1st for the following school year.
3. A photograph attached to the application will help us remember your child as we go through the application process.
4. Once your application and fee are processed, the Director of Admissions will then contact you to make an appointment for a Parent Tour. The tour will allow you to see our facility and observe our teachers and students during a morning session. We believe this is the best way to learn more about the Montessori program offered at Twin Parks Montessori Schools.
5. Because of space limitations, tours require a reservation and are for parents only.
6. If you are applying for an Early Childhood or Toddler place, a school visit will be scheduled for your child after you have toured the school and have indicated that you would like to continue the admissions process.
7. Acceptances for the coming school year are mailed out the first week of March. Those families applying after March will be notified upon acceptance.
8. To secure your child's place, Twin Parks must receive an enrollment form, a \$500 non-refundable registration fee, and a security deposit equal to one month's tuition within 10 days of acceptance. Parent agreement forms will then be sent to you as well as the details of further monies due.
9. A student's place is fully secured when the application, tour, child visit, parent agreement form and payment of all fees are on file at the School.

We look forward to meeting with you!