



# Pre-Kindergarten Enrollment Procedures

**Our Enrollment Registrar, can answer any questions you may have about enrollment.**

**The best way to get in touch is by email at [stacey@hdmsreno.com](mailto:stacey@hdmsreno.com)**

**When sending your email please include your child's name and birthdate. This will ensure that you receive information on the appropriate program.**

- Submitting a "Letter of Interest", which you can find the link and hard copy download on our website, is the first step in obtaining a spot in High Desert Montessori School's Primary Program. You can submit a Letter of Interest at any time. The sooner you submit a "Letter of Interest", the better your chances of securing a Pre-K spot for your child.
- Attending one of the two seminars we hold each year is required for enrollment. We hold one in January and another one in May. Attendance does not secure enrollment. Enrollment is determined upon how many spots we will have available.
- Preference is given in the following order:
  - Children of staff members
  - Siblings of students already enrolled
  - All remaining students will be served on a first come/first serve basis
- Letters of Acceptance and Waiting List letters for the upcoming school year go out the Friday before Spring Break. This is a very busy time for the enrollment office, we ask that you wait to contact us about enrollment status until after April 1.
- No private tours will be conducted unless your child has been accepted for enrollment. Attending a Parent Seminar is an opportunity to tour the school, meet our faculty and learn about our curriculum. No tours are conducted during the summer.
- Observance of a Montessori classroom is required before enrollment. To schedule this appointment, please email Ms. Stacey at [stacey@hdmsreno.com](mailto:stacey@hdmsreno.com)
- Before your child can attend all paperwork and required documentation must be submitted. Failure to do so will mean your child's spot will be forfeit.