



## **Montessori Academy Waitlist Guideline**

### **Steps to Join Our Waitlist**

1. Take a tour of Montessori Academy together with your child (in person or virtual)
2. Fill out and turn in the Waitlist Form to [montessoriacademywa@gmail.com](mailto:montessoriacademywa@gmail.com) or by mail.

### **Explanation of Waitlist Priority**

Montessori Academy will contact a waitlisted family to let them know a spot has become available, the family has 48 hours to either accept or decline the spot. After 48-hour period has lapsed, Montessori Academy will call the next family on the waitlist, based on the priority criteria detailed above.

### **If a family accepts the spot:**

Pay half of the monthly tuition fee together with \$150 a nonrefundable registration fee and \$120 annual material fee within 3 business days of accepting the spot.

### **If a family wishes to decline the spot, there are 2 choices:**

First, the family can decline the spot and return to the waitlist. Your child's name will be added to the bottom of the waitlist. We will contact you when a next spot has become available. Second, the family can decline the spot and be removed from the waitlist.