



# 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 the Spring Enrollment Seminar is required for enrollment. 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 after 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.