



# Application for School Affiliation

## Step 1 - School Contact Information

**Instructions:** >

Print and complete in full (one form per school site).

Return to the above address with applicable fees and certifications before the new school year begins so that we can schedule a visit.

New applicants are visited prior to approval of affiliation.

Currently, affiliated schools are visited every five years.

Official Name of School

State License Number

School Address

City

State

Zip Code

School Telephone Number

School Website Address

Contact's Name

Contact's Telephone Number

Contact's Email Address

**Please note:** Your email address is essential. The Michigan Montessori Society will be providing most communication in electronic format. Email is used for MMS newsletters and other MMS communications **only**.

## Step 2 - Montessori Certifications

The teacher in charge of each primary/preschool classroom is a Montessori Director/ess certified at the primary/preschool level by an AMI, AMS or MACTE-approved training program.

 Yes  No

The teacher in charge of each lower elementary or upper elementary classroom is a Montessori Director/ess certified at the level he or she is teaching by an AMI, AMS or MACTE-approved training program.

 Yes  No

The children who are enrolled at our school are required to be there 5 days a week.

 Yes  No

We have children ages 3 to 6 in each preschool class.

 Yes  No

We have children ages 6 to 9 and 9 to 12 in appropriate elementary classes.

 Yes  No

**Names of interns training in your school:**

Step 2 continues on next page

## Step 2 - Montessori Certifications (continued)

**Required certification:** >  
 A copy of each Director/ess's Montessori Certification must accompany each application  
 Schools renewing affiliation must update their staffs' certification records.

Names of Montessori trained Director/esses:	Level of Certification:

## Step 3 - Enrollment & Hours of Operation

> We may receive requests for information about your school, therefore we will need to have the following on file.

		We offer extended hours for working parents.	<input type="checkbox"/>	<input type="checkbox"/>
Total Enrollment	Hours of Operation		Yes	No

  

	Number of classes:	Child/Adult ratio:	Enrollment:
<b>Infant</b> - 6 weeks to 18 months	<input type="checkbox"/>	/	<input type="text"/>
<b>Toddler</b> - 18 months to 3 years	<input type="checkbox"/>	/	<input type="text"/>
<b>Primary/Preschool</b> - 3 to 6 years	<input type="checkbox"/>	/	<input type="text"/>
<b>Lower Elementary</b> - 6 to 9 years	<input type="checkbox"/>	/	<input type="text"/>
<b>Upper Elementary</b> - 9 to 12 years	<input type="checkbox"/>	/	<input type="text"/>
<b>Middle school</b> - 12 to 15 years	<input type="checkbox"/>	/	<input type="text"/>
<b>High school</b> - 15 to 18 years	<input type="checkbox"/>	/	<input type="text"/>

  

Special programs offered

## Step 4 - Payment & Signature

> **Note:** If an application is denied by MMS, all paid fees, less an administration fee of \$10, shall be refunded.

**Required fees:** \$50 for one level of affiliation per site, and \$25 for an additional level at the same site (eg. Preschool @ \$50 + Elementary @ \$25 = \$75). MMS affiliates only preschool and elementary programs. Do not include payment for other levels.

Amount enclosed	Check Number

  

Name of Officer - Please print	Title

  

<b>X</b>	
Signature	Date (mm/dd/yyyy)