



Dear UMSI Member Schools,

We have important news to share regarding Indiana state regulation for schools that include a program for infants and toddlers. Due to recent unannounced visits by state employees to Montessori schools, we have investigated and fully comprehended Indiana state laws regarding licensing and the Department of Education.

FSSA (Family Social Services Administration) within the state of Indiana requires all full time (more than four hours a day five days a week) infant and toddler (children who have not turned 3 years of age by December 1) programs to be licensed through their department. However, there is a regulation that exempts schools from licensing when programs do not exceed 9 consecutive days of attendance by an infant or toddler. A solution that several Montessori schools have found workable is to serve children for a maximum of 9 consecutive days and use the 10th day for a teacher working day. With notice, most parents are happy with this arrangement.

If you currently have an infant or toddler program that is on a full time schedule, you will need to be licensed by FSSA to be in compliance with state law.

Schools, that serve children 3 years of age (before December 1) and above, are exempt from licensing within the state of Indiana, as long as they are registered as a private school with the Indiana Department of Education. When a private school is properly registered, a private school number will be issued.

If you have questions, or would like to discuss this, please contact UMSI and we will attempt assist you with additional information.

You may contact:

Vyju Kadambi, Board Vice President of Private Schools, at director@SouthWestMontessoriAcademy.org or
Brenda Huth, Board Secretary, at bhuth@oakfarmschool.com

Warmly,
United Montessori Schools of Indiana Board of Directors