

Child's SPACE Admissions Procedure

A. AGE AND GRADE REQUIREMENTS (by June)

The Department of Education has mandated that only children 5 years old by June be accepted for Kinder under the K to 12 program.

PRE-SCHOOL	TODDLER	NURSERY	PRE-KINDER
	2 ½ years old	3 years old	4 years old
KINDER	5 years old		
ELEMENTARY	GRADE 1	GRADES 2-6	
	<ul style="list-style-type: none"> ➤ 6 years old ➤ Presently enrolled in or has completed Kinder (with LRN) 	<ul style="list-style-type: none"> ➤ Has satisfactory grades in all subjects ➤ Has satisfactory conduct 	
CHILDREN WITH SPECIAL NEEDS	<ul style="list-style-type: none"> ➤ Secure letter from School addressed to child's Developmental Pediatrician ➤ Secured a written recommendation from the Developmental Pediatrician that: <ul style="list-style-type: none"> ○ Child is recommended for regular class or SPED class ○ If regular class, recommended level ➤ Developmental Pediatrician's report initial and subsequent reports and other specialists' most recent reports (OT, ST, PT, etc.) 		

B. ADMISSION PROCEDURE

Priority admission is always given to current students followed by siblings and all other applicants. All other placements are made on a first come, first served basis.

1.) Inquiry and school visit (recommended but not required)

Set up a tour with the school administration. You will receive basic school information at that time and be able to see the school and ask questions.

2.) Schedule a sit-in and assessment for Kinder and GS applicants

Schedule a ½ day sit-in and an assessment, which is done on separate dates.

Sit-in may be scheduled on the same day as school visit provided class would be able to accommodate. Call school at least 1 day before your desired schedule. Sit-in is for the child and the parent.

Assessments will help determine if there are recommendations that must be made prior to the beginning of classes.

For Grade 1 applicants and transferees:

- a) Meeting with school director may also be set during school visit or assessment.
- b) Recommendation forms to be accomplished by child's previous school will be sent directly to school via email after scheduling an assessment.

Toddler to Pre-Kinder: There is no assessment required.

3.) Take the assessment on scheduled date

For Grade 1 applicants and transferees, please bring:

- a) Photocopy of your child's report card or its equivalent. Report cards must have the LRN.
- b) Recommendation forms. If unable to submit recommendation forms on the same day as the assessment, ensure that they are submitted within 2 weeks.

Once the assessment is complete and recommendation forms submitted, student's eligibility for enrollment will be determined. Families will be contacted with an acceptance letter and students who will be recommended for enrichment classes within 2 weeks. Follow up may also be made via phone call at 739-0023 during office hours.

3.) Make a reservation to secure a slot.

Classes have limited slots therefore parents are recommended to settle a reservation fee. Reservation fee is non-refundable but is deductible from tuition.

4) Enrollment

Enrollment packets will be given in May, which includes forms to be accomplished and submitted on or before June 1.