

**SCHOOL HOURS:**

Preschool (MWF or T/TH): 8:30 a.m. – 11:45 a.m.

Pre-Kindergarten (M – F): 8:30 a.m. – 11:45 a.m.

Kindergarten: 8:30 a.m. – 11:45 a.m. M, W, TH, F; 8:30 a.m. – 3:00 p.m. on Tuesday

Optional K-Cubs program on M, W, TH, F, 11:45 a.m. – 3:00 p.m.

Elementary 1<sup>st</sup> – 5<sup>th</sup> grades: (M – F): 8:30 a.m. – 3:00 p.m.

**Enrollment Information:**

Parents of prospective students should attend our Enrollment Open House scheduled in January or February of each school year. If unable to attend, an individual appointment must be scheduled. We welcome and encourage parents to also schedule a visit during school hours to observe classes. Priority in filling available spaces is given to returning students, siblings, and to children of teachers and alumni.

Before school begins the School must have for every student:

- a health form signed by his/her physician.
- a copy of his/her birth certificate.

**Preschool:****How to enroll your child:**

1. Your child must be three years of age by September 30<sup>th</sup> of the school year.
2. Your child must be toilet trained prior to beginning school.
3. Call the School office to place your child's name on our list of prospective students.
4. Schedule a time to tour the school.
5. Attend the Enrollment Open House scheduled for January 22, 2010 at 6:15 p.m.  
Application packets will be available at Open House or the school office after Jan. 22.
6. Registration begins after Open House. Applications/contracts will be accepted from new families according to the date of initial inquiry through January 29<sup>th</sup>, 2010. After that, it will be a first come, first serve basis for any remaining openings.
7. To be considered for a space, you must submit a completed application packet.
8. Available spaces will be filled upon receipt of a completed application, signed enrollment contract, and the registration fee.

**Pre-Kindergarten:****How to enroll your child:**

1. Your child must be four years of age by September 30<sup>th</sup> of the school year.
2. Call the School office to place your child's name on our list of prospective students.
3. Schedule a time to tour the school.
4. Attend the Enrollment Open House scheduled for January 22, 2010 at 6:15 p.m.  
Application packets will be available at Open House or the school office after Jan 22.
5. After Open House, applications/contracts will be accepted from new families. To be considered for a space, you must submit a completed application packet.
6. Beginning February 22, 2010, openings will be filled based on the waiting list.
7. Available spaces will be filled upon receipt of a completed application, signed enrollment contract, and the registration fee.

**Kindergarten:****How to enroll your child:**

1. Your child must be five years of age by September 30th of the school year.
2. Call the School office to place your child's name on our list of prospective students.
3. Schedule a time to tour the school.
4. Attend the Enrollment Open House on January 22, 2010 at 6:15 p.m. and/or schedule a time for your child to spend time in one of our Pre-Kindergarten classes.
5. Application packets will be available at Open House or the school office after Jan. 22.
6. The recommendation form in your packet will need to be filled out by his/her current preschool teacher.
7. In addition, a testing time will be scheduled for your child to be assessed for kindergarten.
8. Students meeting enrollment criteria will be offered a contract for the next school year based on the waiting list and the number of openings.
9. Available spaces will be filled upon receipt of a completed application, signed enrollment contract, and the registration fee.

**First – Fifth Grades:****How to enroll your child:**

1. Call the School office to place your child's name on our list of prospective students.
2. Schedule a time to tour the School.
3. Attend the Enrollment Open House on January 22, 2010 at 6:15 p.m.  
Application packets will be available at Open House or in the office after Jan. 22<sup>nd</sup>.
4. New students will be given a reading inventory assessment and a math evaluation to determine readiness for a particular grade.
5. Records from current school must be reviewed and a recommendation from current teachers is required to determine satisfactory progress for promotion to the next grade.
6. Your child will be invited to visit a class for a day or portion of a day.
7. Students meeting enrollment criteria will be offered a contract for the next school year based on the waiting list and the number of openings.
8. Available spaces will be filled upon receipt of a completed application, signed enrollment contract, and the registration fee.