

# Application Checklist: Kindergarten–Grade 4

## ROLLING ADMISSIONS CYCLE

**Application Deadline:** Applications for all grades are open until the grade has closed. Once a grade has closed, submitted applications that are eligible for acceptance will automatically go into our waiting pool.

**Admissions Notifications:** Within 10 business days of receiving your completed application.\*

**Enrollment Agreement and Deposit Deadline:** Within 15 business days of being offered a seat.

*\*All required steps in the application process must be completed.*

Below are the steps necessary to complete your student’s application. To apply for Kindergarten, children must be 5 years old by September 1, 2019. Please do not hesitate to call our Admissions Team with any questions at (718) 643-6302.

| APPLICATION EVENT  | DATE                   |
|--|------------------------|
| <input type="radio"/> <b>Attended an Informational Event and/or Tour</b> (Strongly Recommended)  |                        |
| <input type="radio"/> <b>Submitted Online Application and Paid \$75 Non-refundable Application Fee</b>   |                        |
| <b>Grades 1-4:</b><br><input type="radio"/> <b>Provided Teacher Recommendation Forms to Current Teacher(s)**</b><br><input type="radio"/> <b>Provided Transcript / Record Request Form to Current School**</b> | Sent to School         |
|  | Received by Admissions |
| <input type="radio"/> <b>Scheduled and Completed Assessment</b><br><i>Kindergarten and Grade 1: Group Play Date; Grades 2–4: Written Assessment</i>  |                        |
| <input type="radio"/> <b>Scheduled and Attended Family Meeting</b>   |                        |

*\*\*Please note, all records and recommendations must be sent directly from the school.*