



# Central Day School

## Admission Procedures

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### A. Submit Application to School Office

- Parents must submit a completed application to the office.
- Parents should submit the applicant's most recent achievement test scores and report card to the office *with the exception of those entering kindergarten.*
- A \$75.00 application fee (non-refundable) per student must accompany each new student application.
- A \$200.00 registration fee (non-refundable unless student is declined) must accompany each application (maximum \$400.00 per family). If an applicant is placed on the waiting list prior to open enrollment, the registration fee is due when the parent is notified a space is available. (See Waiting List Policy for details.)
- For grades 1 – 8 only, give the Recommendation Form (furnished by CDS) to your child's teacher, principal or guidance counselor. This form must be returned to the school directly by the recommender within two weeks of making application. Recommendation should be on file before the student is tested.
- For applicants entering kindergarten, the applicant must be 5 years old on or before May 31<sup>st</sup> before beginning kindergarten. A Preschool Assessment Form will be mailed from the CDS office to the applicant's preschool with a self-addressed, stamped envelope. The assessment should be on file before the student is interviewed.

### B. Interview and Testing

- All applicants for grades 1 – 8 will be interviewed and tested. A member of the CDS staff or principal will interview and test students. Students may be tested in small groups or individually.
- Applicants for kindergarten will be assessed by a member of the CDS faculty or principal for kindergarten readiness. Applicants entering kindergarten from Central Learning Center or Central Parents Day Out will be assessed for readiness by the applicant's preschool teacher. All applicants will be interviewed by CDS kindergarten teachers.
- Appointments for testing, interview and assessment will be scheduled through the school office.

### C. Accept/Decline Notification

- Parents will receive oral and/or written notification of any applicant's acceptance or decline.
- Acceptance or decline will be based on the applicant's report card grades (including conduct), previous achievement test scores, admission interview, admission testing results and recommendation.

### D. Completing the Enrollment Process

- Parents of a student who is accepted will be expected to carefully read, sign, and return a contract **within 5 business days of acceptance notification**. If a contract is not returned to the school within 5 business days, parents will forfeit their child's place in school along with the application fee and registration fee. Once a student is accepted, his/her place is not secure until the signed contract is received in the school office.
- A payment plan must be chosen at the time the contract is signed. Parents are expected to comply with all requirements of the contract regarding the payment plan that is selected.
- Parents of students in grades 1 – 8 should sign a records release form that allows Central Day School to obtain your child's records from a previous school.
- Parents should provide the school with a copy of the child's certified birth certificate and immunization records (if not in records transferred from previous school.) These must be on file before a child can attend school. Health records include a copy of the child's current immunizations and certification of a physical exam by a doctor. These must be recorded on a Tennessee Child Health Record provided by the child's pediatrician.
- Parents and students should carefully read the policies set forth in the Central Day School student handbook. These rules are designed to provide a safe, orderly atmosphere conducive to learning. Parents will sign a form on Orientation Day stating they and their child have read, understand, and will comply with the policies set forth in the handbook.
- On Orientation Day in August, parents will receive information regarding parking, pick-up and drop-off procedures, fill out emergency forms, and complete an information form for the classroom teacher.