



Admissions Process Overview

1. **Initial Visit with the Director of Admissions:** Please call to schedule an appointment with the Director of Admissions to learn about our programs, discuss your child's needs and tour the campus.
2. **Submit the Application and Application Fee:** Upon receipt of the completed application and the admission fee, the Admissions Office will open a file for your student.
3. **Documents:** The following documents are required to continue the admissions process and can be found in the admissions packet. These documents will become part of the student's confidential admission file.
 - Application
 - Authorization to Release Records
 - Applicant Questionnaire
 - Teacher Recommendations
 - *Early and Lower School applicants – submit one recommendation.*
 - *Middle and Upper School applicants – submit a Math and an English teacher recommendation from current or previous school.*
 - Personal Reference (Middle & Upper School applicants only)
4. **Evaluation of Records:** Once all records (academic, psychological and discipline) have been requested and received they will be reviewed by the admissions team to determine next steps.
5. **Classroom Visit:** Visits are typically scheduled on Wednesdays and Thursdays. The applicant will be assessed formally and informally throughout the visit. Visiting students should participate as fully as possible and may even be given homework. Each teacher will submit written observations of the student that become part of the confidential admission file and are considered in the admissions team's final decision.
6. **Review and Decision:** The final step in this process is the review of the completed file by the admissions team. If additional testing is necessary, it will be administered through our Learning Center (\$150 non-refundable fee). The time frame of this final step varies depending on the receipt and review of all required documents and observations. The Admissions Director will keep the family informed of the progress and the school's decision.

Note: Tuition assistance will be awarded to families (who have applied for and who qualify for aid) after the student's acceptance and after the initial enrollment contract has been signed and returned to the Admissions Office. Financial aid awards have no bearing on the admissions decision.

Information for Your Student's Visit Days

- Visit day arrival times are listed below:
 - 8:15 am for Middle and Upper School students
 - 8:30 am for Lower School students
 - 8:45 am for Early School students (*half day visits*)
- Please report to the Main Office where the student will be greeted and escorted to his/her classroom.
- All students should dress appropriately for the weather and the potential of a movement or physical education class. Younger students should dress for outside activities.
- Please remember to bring a packed lunch and drink. Early & Lower School students will also need a snack.
- Students are welcome to bring a small backpack that includes basic supplies.
- Parents should plan to pick up their student in the Main Office at:
 - 12:00 pm for Early School students
 - 3:30 pm for Lower School, Middle and Upper School students