



Date: \_\_\_\_\_

# Application for Admission 2011-2012 Two Year Old Program

(Must be 2 years old prior to enrollment)

Applying for: \_\_\_\_\_ Half-day

\_\_\_\_\_ Half-day

**5 Day** 8am to 12pm

**3 Day** 8am to 12pm

\_\_\_\_\_ Full-day

\_\_\_\_\_ Full-day

\_\_\_\_\_ Full-day

**5 Day** 7am to 6pm

**3 Day** 7am to 6pm

**2 Day** 7am to 6pm

## Please Print

Applicant (Child's) Legal Name: \_\_\_\_\_

First

Middle Initial

Last

Name child is called or goes by: \_\_\_\_\_ Sex: \_\_\_ M \_\_\_ F

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ City/State/Country of Birth: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Person to be contacted regarding Application: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Email \_\_\_\_\_

Daytime phone number: (\_\_\_\_) \_\_\_\_\_ Evening phone number: (\_\_\_\_) \_\_\_\_\_

Student Resides With:

\_\_\_ Both Parents    \_\_\_ Mother only    \_\_\_ Father only    \_\_\_ Alternates between parents

\_\_\_ Mother/Stepfather    \_\_\_ Father/Stepmother    \_\_\_ Legal Guardian

\_\_\_ Relative    \_\_\_ Other, please explain \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_

First

Last

Relationship (if not mother): \_\_\_\_\_ Email \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Education:  Some High school  Graduated from high school  2 Year degree  
 4 Year degree  Post-graduate without degree  Master's degree  Doctoral degree

Father/Guardian Name: \_\_\_\_\_

First

Last

Relationship (if not father): \_\_\_\_\_ Email \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Education:  Some High school  Graduated from high school  2 Year degree  
 4 Year degree  Post-graduate without degree  Master's degree  Doctoral degree

What are you looking for in a private school? \_\_\_\_\_

**(Please continue on back)**

Last School attended: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List any special needs, interests or talents of your child: \_\_\_\_\_

Does your child take daily medication?  Yes  No

If yes, please list: \_\_\_\_\_

Has your child experienced chronic disciplinary problems at school or home?  Yes  No

If yes, please explain: \_\_\_\_\_

What is your child's first language? \_\_\_\_\_

What language does your child most frequently use at home? \_\_\_\_\_

Ethnicity:  Native American  Hispanic or Latino  White (non Hispanic)  
 African American  Asian  Pacific Islander

Carden West School admits student of any race, color, creed, national origin, religion, or gender to all the rights, privileges, programs, and activities accorded or made available to its students, and does not discriminate on the basis of race, color, creed, national origin, religion, or gender in administration of its educational policies and procedures.

Is there any other information that would be useful for Carden West to know about your child?

Yes  No If yes, please explain: \_\_\_\_\_

How did you become aware of Carden West?  Website  Phone Book Ad

Newspaper (name) \_\_\_\_\_

Friend (name) \_\_\_\_\_

Current Student/Teacher/Staff (name): \_\_\_\_\_

Other (please explain): \_\_\_\_\_

**All new students will be interviewed and assessed before acceptance.**

**Accompanying this form is my payment for the Enrollment Fee. I understand and agree that the Supply and Snack Fee will be due and payable with return of the School Contract. I further understand that the Enrollment Fee and Supply and Snack Fee are non-refundable. Should I withdraw my child, I must provide written sixty days advance notice.**

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date



**CARDEN WEST SCHOOL  
OPEN ENROLLMENT  
2011-2012  
Two Year Old  
Half-Day Program**  
(Must be 2 years old prior to enrollment)

**Program Hours 8:00am to 12:00pm**

**TUITION and FEE SCHEDULE**

**ANNUAL RE-ENROLLMENT FEE (NON-REFUNDABLE)** \$ 495.00  
Must accompany Application

**ANNUAL TUITION TWO YEAR OLD PROGRAM 5 DAYS** \$ 9,050.00  
**ANNUAL TUITION TWO YEAR OLD PROGRAM 3 DAYS** \$ 6,050.00

\*There is a 10% discount on second child's tuition. Families with more than 2 children, please see the office for multiple sibling discount information. (This discount applies for tuition fees only.)

**Upon acceptance, an Acceptance Letter and School Contract will be mailed out. School Contract must be signed and returned within 10 days of Acceptance Letter.**

**SUPPLY & SNACK FEE (NON-REFUNDABLE)** \$ 500.00  
Supply & Snack Fee is due with submission of Admission Contract

**MONTHLY PAYMENT:**

Ten equal monthly tuition installments are to be paid the first of each month. The first payment is due August 1, 2011 and the final payment is due May 1, 2012.  
*Late fee of \$50 may apply if tuition is not paid on time.*

**EXTENDED CARE PROGRAM**

HOLIDAY EXTENDED CARE for some holidays and school breaks will be available *with space limitations* at a cost of \$90 per full-day (7am to 6pm) and \$45 per half-day (8am to 12pm).

\*Not to be combined with another discount.

# CARDEN WEST SCHOOL

## Preschool Admission Policy

### 2011-2012

Prospective parents/guardians are encouraged to visit our school to see our exciting and enriching program. Our school tour allows parents to assess our program and observe our outstanding teachers in action. After the tour, parents/guardians will have the opportunity to meet with our director to discuss any concerns or questions.

- For the 2 year-old program, all children must be two years old prior to admission.
- For the Preschool Program, all children must be three years old by September 1, 2011. All children must be fully potty trained.
- For the Pre-K program, all children must be four years old by September 1, 2011. All children must be fully potty trained.

## Admission Procedure

1. Complete the application and return it with the non-refundable Enrollment Fee.
2. An appointment will be made to interview and assess children entering the Preschool program and the Pre-Kindergarten program.
3. Upon acceptance, an Acceptance Letter and School Contract will be sent. The School Contract is to be signed and returned within 10 days of receipt along with the non-refundable Supply and Snack Fee of \$750.
4. The following forms must be returned to the Administration Office as soon as possible. ALL forms must be on file prior to the beginning of the 2011-2012 school year.
  - Carden West School Internal Forms
  - State Licensing forms:
    - Identification and Emergency Information
    - Child's Preadmission Health History
    - Consent for Emergency Treatment Form
    - Personal Rights Form
    - Physician's Report
    - Parent's Rights
  - Birth Certificate
  - Immunization Record





## Carden West School Two Year Old Program

(Must be 2 years old prior to enrollment)

Children in the preschool are actively involved in meeting new friends and discovering the world around them as they learn social, emotional, and self-help skills. Our curriculum is thematically oriented with projects encompassing each special theme.

**Arts/Crafts:** The projects are based on themes, some of which are; the seasons, colors, and various shapes. The emphasis of art/crafts is the experience during the process rather than the final product. Children will also be encouraged to develop an understanding of instruction, enhance decision making skills, focus, and hopefully pride in self creation. Activities will be determined by the age and stage of the child's individual development.

**Science/Discovery:** Children will discover nature through outdoor activities while they explore and identify objects in their surroundings. They will use their senses to observe temperature, texture, sounds, and size of the items. These fun and educational opportunities will be provided to the child time and time again.

**Dramatic Play:** Props such as: various puppets, dress up articles, and kitchen items are provided in each classroom. These play opportunities are given to the child so that the child may explore different roles they see in the real world. These activities also contribute to the vocabulary and development of the child.

**Manipulatives:** Children will engage in active play with blocks, legos, and puzzles while they simultaneously develop their fine motor skills. These activities also promote problem solving and coordination skills. Use of manipulatives provides the child an opportunity to stay focused and occupied on a single task.

**Reading:** Books are available at all times during the day. These books are interactive with pop ups and textured pages. We encourage the exploration of books to foster a love of literature and develop listening and language skills. Story time is an essential component of the day.

**Music:** We use small instruments, scarves, and voice recording to introduce rhyme and repetition in music and language. The children are exposed to worldly music to enhance their cultural learning and awareness. In addition, music is used as an educational tool to introduce numbers, alphabets, and teach them positive life lessons through nursery rhymes.

**Outside/Movement:** Time is provided each day to develop coordination and large motor skills while the children run, climb, play ball, ride bikes, push scooters, cars and etc. They have the freedom to explore a new environment which is outside the classroom.

**Self help skills:** Modeling technique will be used to demonstrate new and appropriate behaviors to the children. This will encompass activities such as: toilet training, washing hands, removing their jackets, and proper table manners. The concept of sharing and taking turns will also be facilitated throughout their daily learning.

*Curriculum of the Toddler Program is based on the child's daily exploration, peer/teacher interaction and though endless discovery of self and the environment.*

**Sample  
Two Year Old  
Half-Day Program  
Schedule**

**8:00 - 8:30 Free Choice**  
(drawing, reading, dramatic play, puzzles, etc)

**8:30-8:45 Bathroom**  
(opportunity to use toilet/diaper change)

**8:45-9:00 Good Morning/Greeting Circle**  
(Greetings, and discuss daily activities planned for the day)

**9:00-10:00 Outside**  
(use multipurpose room if weather is too cold, too hot, rainy, etc.)

**10:00-10:15 Circle**  
(Go over months, days of the week, the date, colors, shapes, and letters)

**10:15-10:30 Wash hands/Snack**

**10:30 - 11:15 Planned Activity/Free Play**  
(Arts and Crafts / Science Discovery)

**11:15 - 11:30 Clean up/Circle**  
(story, sing along, musical instruments, movement)

**11:30-12:00 Lunch/Bathroom**

- Must be 2 years old prior to enrollment



**Carden West Preschool  
Two Year Old Potty Training Plan**

- Please bring a two-week supply of disposable diapers, training pants, and/or underwear for you child.
- Please bring at least 3 complete changes of clothing (marked with your child's name). Each item must be labeled. We suggest an old diaper bag or pillow case. **NO PLASTIC BAGS.**
- We will be using generic baby wipes. If you want your child to use another brand of baby wipes, please let the teacher know and provide the wipes you wish us to use, with your child's name on the package.
- We highly recommend that your child be in (and have a supply of) elastic waist band pants for potty training. (For example, sweat pants). This is the easiest for your child.
- Please replenish your supply weekly.
- Children and teachers will wash their hands with soap after every diaper change and potty time.

**Schedule:** We will have scheduled "**POTTY TIMES**" in the 2 year old classroom. As the teachers get to know your children we will also have reminders for those that can't wait until "POTTY TIME".

**Rewards:** Instead of food and candy, there will be songs, celebration and stickers. Positive reinforcement will be used at all times.

Children will not be forced in anyway to use the potty. Potty training should be a process that should be straightforward and stress free.

**Our goal:** is to work together with parents to have their children potty trained by the age of three.