



The Child's Primary SCHOOL

A learning community since 1983

Application Process

We are pleased that you are pursuing enrollment for your child at The Child's Primary School. The application process allows our staff to get to know your child. Our goal is that your child is placed in an environment where he or she can be happy and successful. We've created this sheet for you to follow to ensure that this is an easy process for you and your child.

Step 1: Submit \$100 non-refundable application/evaluation fee*. We cannot begin the evaluation process until this fee has been received.

Step 2: Parents must complete and return the following forms. An envelope for return has been provided.

1. Application for Admission
2. Evaluation Permission Form
3. Release of Records Form

Step 3: Parents must deliver the Teacher Recommendation Form to the child's teacher. This form should be filled out by the teacher and promptly returned directly to TCPS in the envelope provided or via fax/e-mail.

Step 4: We will schedule an appointment for the student evaluation.

The student's application is considered complete when:

- TCPS has received the Application for Admission
- TCPS has received the \$100 Application Fee
- TCPS has received the Evaluation Permission form from Parent
- TCPS has received the Released of Records form from Parent
- TCPS has received the Teacher Evaluation Form from the Teacher
- TCPS has completed the necessary student Evaluations and Testing

Once the application process is complete, parents will receive an admissions decision. There are no written reports of the testing provided. We estimate that this process will take a minimum of two weeks.

* Please Note: the \$100 Application Fee is not refundable. Additionally, if for any reason your child is unable to attend TCPS, and you would like to re-apply next year, you will incur only a \$25 re-application fee.



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APPLICATION FOR ADMISSION

Applicant to Grade _____ for September 20_____ Boy / Girl (please circle)

Please attach to this application a recent photograph of the applicant.

Student Full Name _____ Preferred Name _____ Date of Birth _____ Age _____

SCHOOL INFORMATION:

Please list all the schools attended by the applicant, beginning with the current school year.

Previous School Name _____ Dates Attended _____

School Address and Phone Number _____ Teacher's Name _____

Previous School Name _____ Dates Attended _____

School Address and Phone Number _____ Teacher's Name _____

PARENTS/GUARDIAN

Parent/Guardian 1: Name _____ Email Address _____

Street Address _____ City/State/Zip _____ Phone Number _____

Parent/Guardian 2: Name _____ Email Address _____

Street Address _____ City/State/Zip _____ Phone Number _____

SIBLINGS OF APPLICANT

Name _____ Age/Current Grade _____ Present School _____ Applying to TCPS? _____

Name _____ Age/Current Grade _____ Present School _____ Applying to TCPS? _____

Name _____ Age/Current Grade _____ Present School _____ Applying to TCPS? _____

Explain any special circumstances which may have affected your child's development as it relates to school.

Has the student any physical disability, illness or unusual condition of which we should be aware? If yes, please specify.

Has the student ever been subject to any disciplinary action (suspension or dismissal) in any school?
If yes, please explain below.

Please describe any additional classes, instruction, or groups in which your child participates.

Describe any talents or strengths the student has shown either in or out of school.

What qualities do you appreciate most about your child?

Please rate your son or daughter:

	Excellent	Good	Average	Fair
Cooperation	_____	_____	_____	_____
Consideration of others	_____	_____	_____	_____
Creativity	_____	_____	_____	_____
Study habits	_____	_____	_____	_____
Organizational skills	_____	_____	_____	_____
Motivation	_____	_____	_____	_____
Attitude toward school	_____	_____	_____	_____
Intellectual potential	_____	_____	_____	_____
Sense of humor	_____	_____	_____	_____
Social skills with peers	_____	_____	_____	_____

Describe your child's main interests outside of school:

List all languages spoken in the home. If more than one, please circle your child's primary language.

What do you hope your child will gain in his/her years at The Child's Primary School?

Is there anything else you would like us to know about your son/daughter?

We (I) certify that the information provided on this application is true and accurate. We (I) understand and agree that the admission evaluation and references are confidential and will not be made available to us.

Parent / Guardian Signature

Date

Parent / Guardian Signature

Date

The Child's Primary School is committed to enrolling a diverse student body. The School admits students of any race, color, gender, religion, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, gender, religion, or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and other school-administered programs.



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Evaluation Permission Form

I give permission for my child, _____ to be evaluated by
The Child's Primary School. The program includes sensory-motor, developmental, and academic testing.

Parent / Guardian Signature

Date

School Readiness Evaluation

Child's Name Date of Birth Age

The Child's Primary School Margaret C. Price / Sherry Risch
School Class/Grade: Examiner

Birth Weight Pregnancy Term

Present Health

Any Physiological Problems

Sibling: Name Age Health

Sibling: Name Age Health

Sibling: Name Age Health



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Release of Records

As parent/legal guardian of _____, I give my permission for all records from the schools and other evaluators listed below, to be released to The Child's Primary School. Also, I understand that the teacher and/or director of The Child's Primary School may be contacting personnel who worked with my child at these facilities.

Parent / Guardian Signature

Date

Schools Attended

Name of school (now attending): _____

Address of school: _____ Phone Number: _____

Principal/Director's name: _____

Teachers who have worked with your child: _____

(list most recent first)

Name of school: _____

Address of school: _____ Phone Number: _____

Principal/Director's name: _____

Teachers who have worked with your child: _____

(list most recent first)

Evaluators/Resource People

#1 Name Title

Address Phone Number

#2 Name Title

Address Phone Number



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Teacher Recommendation Form

****This information is confidential and should be mailed directly to TCPS from the teacher.****

_____ is applying for enrollment at **The Child's Primary School**.

Receipt of the attached Teacher Recommendation Form is necessary before the student's application file is complete. We appreciate your time and valuable evaluation. Please complete this form as soon as possible and return it to TCPS. A self-addressed, stamped envelope is enclosed for your convenience. If you prefer, you may fax or e-mail the completed form to (858) 576-2445 or lballard@tcps.org and then follow-up with a hard copy in the mail.

Please feel free to contact me by phone or e-mail (lballard@tcps.org) if you have any questions.

Thank you for your prompt attention to this matter.

Sincerely,

Lorenda Ballard
Admissions Assistant

<u>Subject</u>	<u>above grade level</u>	<u>at grade level</u>	<u>below grade level</u>
Reading	_____ /	_____ /	_____ /
Spelling	_____ /	_____ /	_____ /
Written Expression	_____ /	_____ /	_____ /
Handwriting	_____ /	_____ /	_____ /
Math	_____ /	_____ /	_____ /
Overall	_____ /	_____ /	_____ /

16. What do you feel are his/her academic strengths?

17. What do you feel are his/her academic weaknesses?

18. Briefly describe your reading program (methods used, approach, etc.).

19. What reading series do you use? (book level of this student.)

20. Do you perceive this child to have any special needs? If so, describe.

21. What are the particular goals that you, as a teacher, have had for this child this year?

22. Has this student been subject to any disciplinary action while attending your school? If yes, please explain.

23. Is there anything else about this child that you feel we should know?

Thank you for your time!