

The Child's Primary School

3811 Mt. Acadia Blvd • San Diego • CA • 92111 • www.tcps.org • (858) 576-2120 • FAX (858) 576-2445 • info@tcps.org

Application Process

We are pleased that you are applying for enrollment at The Child's Primary School. Our evaluation process helps us to place each child in an environment where he or she can be happy and successful.

Please review the steps for application to our program. It is important that you understand our requirements and expectations. Because timing is so critical for completion of this process, we ask that you pay special attention to the **bold** items, which are the parents' responsibility.

- Step 1 TCPS receives an application card and the **non-refundable** application/evaluation fee. This \$100 fee covers application and evaluation. The evaluation process will not begin until payment is received.
- PLEASE NOTE:** The \$100 Application/Evaluation fee is **not refundable**.
For Kindergarten: If testing indicates that your child should wait one year before entering TCPS, then the following year you will incur a \$25 re-application fee.

- Step 2 Parents will receive:
- Letter confirming receipt of application
 - Permission forms (for testing and for release of records from previous school).
Parents are to fill out these forms and return them to The Child's Primary School in the envelope provided.
 - Teacher Recommendation Form
Parents are to deliver this form directly to the child's current teacher. This must be filled out by the teacher and promptly returned *directly* to TCPS in the envelope provided.
 - Application
Parents are to complete this application and return it with the other forms in the envelope provided.

- Step 3 Once the appropriate forms and background information are received, testing appointments will be scheduled for developmental and/or academic evaluations.

- Step 4 Your child's application is complete when:
- TCPS has received the following forms from parents:
 - Evaluation Permission Form/School Readiness Evaluation
 - Release of Records Form
 - Application
 - Testing is completed
 - TCPS has received the Teacher Evaluation Form from the current teacher

- Step 5 After the application is complete, parents will receive notification of a decision regarding placement at TCPS. There are no written reports of the testing provided.

We estimate that this process will take a minimum of two weeks. The evaluation process is a cooperative effort between school and parents. Gathering thorough information about the child also enables us to best fulfill each child's needs.

Late registrants must understand that we are willing to meet shorter time frames; however, out of fairness to the child, the family, and the school, this process must be strictly followed. Should you have any questions about our application process, please call.

THE CHILD'S PRIMARY SCHOOL APPLICATION FOR ADMISSION

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

Applicant to Kindergarten for September _____
Year

Boy Girl
(please circle)

Full Legal Name _____
Name Student Prefers _____ Date of Birth _____ Age _____

SCHOOL INFORMATION

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

Current 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

Parent/Guardian _____

Parent/Guardian _____

Home Address _____

Home Address _____

City, State, Zip _____

City, State, Zip _____

Home Phone Number/ Cell Phone Number _____

Home Phone Number/ Cell Phone Number _____

E-Mail Address _____

E-Mail Address _____

SIBLINGS OF APPLICANT

Name _____ Age/Current Grade _____ Present School _____ Also applying to TCPS? _____

Name _____ Age/Current Grade _____ Present School _____ Also applying to TCPS? _____

ALL FILES MUST BE COMPLETE BY _____. We will notify you if there is any outstanding paperwork.

If your child is attending preschool, indicate the frequency of attendance (days per week, hours per day).

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.

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	_____	_____	_____	_____

What qualities do you appreciate most about your child?

Describe your child's main interest 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

Date: _____

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 signature

School Readiness Evaluation

Child's Name: _____

Date of Birth: _____ Age: _____

School: The Child's Primary School Class: _____

Examiner: Margaret C. Price/Sherry Risch

Birth weight: _____ Pregnancy Term: _____

Present health: _____

Any physical problems: _____

Siblings--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.

Signature of Parent/Guardian

Date

Schools Attended

Name of school (now attending): _____

Address of school: _____

Phone number of school: _____

Principal/Director's name: _____

Teachers who have worked with your child: _____

(list most recent first) _____

Name of previous school: _____

Address of school: _____

Phone number of school: _____

Principal/Director's name: _____

Teachers who have worked with your child: _____

(list most recent first) _____

Evaluators/Resource People

#1 Name: _____ Title: _____

Address: _____ Phone #: _____

#2 Name: _____ Title: _____

Address: _____ Phone #: _____

***If necessary, add any other names of evaluators/resource people on the back of the form.**

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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. We would greatly appreciate it if you would complete this form as soon as possible, and return it to TCPS. A self addressed, stamped envelope has been attached for your convenience. If you prefer, you may FAX the completed form to the FAX number listed above.

Thank You,

Jim Price
Admissions

attachments

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

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Applicant's name _____ Teacher's name _____

School name _____ Telephone _____

How long have you known the applicant? _____

What age was this child when you worked with her/him? _____

The Child's Primary School wants each child to enjoy a successful, positive and happy experience. We thank you for your valuable assistance.

Please write a summary of your evaluation of this student - including cognitive (academic), social, and emotional aspects.

I (___do ___do not) recommend this child to **The Child's Primary School** Kindergarten program.

Signature _____ Date _____

If additional space is required for any question, please continue on back of form or attach additional sheet. Please also enclose with this recommendation form any check lists or reports that you may use with your students.

1. Ability to work in a group:
 - has great difficulty
 - sometimes has difficulty
 - usually effective
 - always works well
2. Ability to stay on task and work independently:
 - needs much help and refocusing
 - needs help frequently
 - needs help occasionally
 - always works well
3. Participation in discussion:
 - rarely contributes
 - wants to dominate
 - contributes occasionally
 - joins in readily
4. Able to attend to group activities (15 to 20 min.):
 - has great difficulty
 - sometimes has difficulty
 - usually able to attend
 - always attentive in group
5. Follows directions:
 - rarely
 - needs much explanation
 - occasionally needs help
 - quickly and effectively
6. Attention span/level of concentration:
 - easily distracted
 - occasionally distracted
 - usually good
 - exceptionally good
7. Understands the concept of taking turns:
 - always interrupts or pushes ahead
 - has some difficulty waiting turn
 - usually waits turn without difficulty
 - always waits turn without difficulty
8. Consideration of others:
 - rarely considerate
 - usually considerate
 - considerate
 - extremely considerate
9. Social adjustment with peers:
 - relates poorly
 - establishes relationships but has frequent problems
 - healthy relationships
10. Response to a new social situation:
 - withdraws to watch
 - participates with strain
 - participates with ease
 - dominates others
 - disrupts activity
11. Response to teachers affection:
 - squirms
 - stiffens
 - rejects
 - responds
 - seems uncomfortable
12. Separation from parent:
 - frequently difficult
 - occasionally hesitant
 - not an issue
13. Parent cooperation:
 - unknown
 - fair
 - good
 - outstanding
14. Classroom conduct:
 - frequent disruptions
 - occasional disruptions
 - usually good behavior
 - excellent behavior

15. Response to a conflict situation:

- gives up
- cries
- fights
- runs to adult
- tries to reason

17. Response to other school staff

- (besides regular teacher):
- does not respond
 - not as cooperative as with regular teacher
 - consistent with all staff

16. Response to discipline:

- resists
- cooperates
- becomes upset
- cries
- appears defiant

18. What form of discipline/behavior modification is used?

19. Does your preschool include any organized learning program in prereading activities? If yes, briefly describe.

20. How would you evaluate this child's small motor abilities (examples: using scissors, crayons, etc.)?

21. To your knowledge has this child had vision and or hearing tested? Has your experience with the child indicated any visual or hearing difficulties?

22. How would you evaluate this child's readiness for Kindergarten?

23. What are this students major interests in school?

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

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

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

Thank you for your time.