



Cedar Crest Academy

Application Information and Procedures

Thank you for your interest in Cedar Crest Academy. Before applying, please make yourself familiar with our Application Procedure, outlined below. Please also take the time to familiarize yourself with our program using the extensive information available in the Parent Handbook on our website: www.cedarcrestacademy.org. The Handbook and website should be able to answer most, if not all, of your questions about Cedar Crest Academy. Before applying, please carefully consider your goals for your child's early education. Because children benefit from continuity and familiarity, we appreciate applicants who are looking to continue in our program from Preschool through at least Pre-Kindergarten. If you plan to enroll your child in a different program for Pre-K, we suggest that you apply to that school for Preschool as well. Thank you again for considering Cedar Crest Academy.

Please note the following prerequisites to admission into our program:

- Child must be at least 3 years of age by December 31st of the School Year for which you are applying for the Early Learner Classroom or August 31st of the School Year for which you are applying for Preschool through Kindergarten Classrooms.
- **Child must be potty-trained.**
- Application Procedure must be followed as outlined below, including the submission of non-refundable \$25 Application Fee.

APPLICATION PROCEDURE

Step 1: Choose the campus to which you wish to apply.

Step 2: Tour. Call the campus to set up a school tour. Tours are given twice monthly, on pre-set dates and times. Please note that space is limited on each tour and tours fill quickly. We recommend setting your tour date as soon as you decide which campus you'd like your child to attend. You are welcome to tour both campuses if you wish; you will need to call each campus individually to schedule tours at each location.

Step 3: Apply. After completing your school tour, submit an application by mail. Applications can be printed from our website. Applications will not be considered unless submitted with the required, non-refundable \$25 Application Fee. *Applications must be received by February 1st of the year for which you are applying* (i.e., applications for the 2010 – 2011 School Year must be received by February 1st, 2010). Please note that applications are not considered in the order received; all applications go into a general pool from which students are chosen. No priority is given based on application date, and application may not be made more than a year in advance (please apply only for the coming School Year).

Step 4: Receive confirmation. Once we have received your application and fees, you will receive a confirmation letter with a date by which you should receive notification of our decision.

Step 5: Await notification. After we have reviewed all of the applications you will receive a letter stating whether or not we are able to accommodate your child during the School Year for which you have applied.

If your child has been accepted into our program, your acceptance letter will be accompanied by additional information on how to enroll your child. *Your child is not automatically enrolled when accepted*; you must follow the enrollment procedure information accompanying the acceptance letter.

If we are unable to place your child at that time, your application will be kept on file for the remainder of the School Year, and you will be contacted in the event that a space becomes available for your child. You are also welcome to submit a new application for the following School Year.



CEDAR CREST ACADEMY APPLICATION FOR ENROLLMENT

APPLICANT INFORMATION

(All of the information provided in this application will be kept completely confidential.)

Name _____

Age _____ Birthdate ____/____/____ Gender: M F Home Phone _____

Primary Address _____

City/State/Zip _____

Current School/Child Care _____

Were you referred by a CCA family? _____ If yes, who? _____

This application is for School Year: _____

Campus Toured _____ ***Date Toured*** ____/____/____

We applied for Enrollment Last Year: Yes No

This application is for: Early Learners – Kirkland Campus only (age 3 by 12/31)

Preschool (age 3 by 8/31) Pre-K (age 4 by 8/31) Kindergarten (age 5 by 8/31)

(Note: Kindergarten program is 5 full days only)

(Please note age requirements above; child must be age listed by date listed of the School Year for which you are applying)

Days and times: 3 days 4 days 5 days Morning session only (9-12)

Full day (9-4) Full day with Before and/or After School Care

I can bring my child to school by 9:15 each day.

Yes No

I can participate in parent involvement events.

Yes No

PARENT/GUARDIAN INFORMATION

Mother/Guardian Name

Lives with child? Yes No

Occupation Employer

(_____)_____
Day/Work Phone E-mail

Father/Guardian Name

Lives with child? Yes No

Occupation Employer

(_____)_____
Day/Work Phone E-mail

PARENT QUESTIONNAIRE

1. Please comment on your child's personal strengths.
2. Please tell us how your child responds to adult authority.
3. Please comment on your child's academic readiness.
4. Please describe your child's academic/learning experiences so far (please include names and dates of other schools or care centers your child has attended).
5. In group situations, what role does your child typically play (i.e., leader, participant, observer, etc.)?
6. Why do you believe Cedar Crest Academy would be a good program for your child?
7. Is there anything special about your child that a new school should know?
8. Please check the adjectives below that describe your child (please check all that apply).

<input type="checkbox"/> Cooperative	<input type="checkbox"/> Resourceful	<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Calm	<input type="checkbox"/> Assertive
<input type="checkbox"/> Organized	<input type="checkbox"/> Impulsive	<input type="checkbox"/> Independent	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Creative
<input type="checkbox"/> Able to lead	<input type="checkbox"/> Well-coordinated	<input type="checkbox"/> Anxious	<input type="checkbox"/> Self-confident	<input type="checkbox"/> Inattentive
<input type="checkbox"/> Overactive	<input type="checkbox"/> Like by peers	<input type="checkbox"/> Aggressive	<input type="checkbox"/> Curious	<input type="checkbox"/> Competent
<input type="checkbox"/> Responsible				

Thank you for taking the time to complete this application to help acquaint us with your child. Please be sure to have your child's current teacher or caregiver complete and return the following Recommendation Form. Please remember to enclose an Application Fee of \$25 and return application by February 1st to the CCA campus to which you are applying.

I understand that the fee accompanying this application is non-refundable, even in the event that my child is not admitted to Cedar Crest Academy. I understand that CCA does not discriminate on the basis of race, color, nationality, religion, gender, sexual preference, disability, national or ethnic origin, or other legally protected status in admission of students.

Parent/Guardian Signature

Date



Please fax this form to:

Bellevue Campus
(425) 455-1661

Kirkland Campus
(425) 889-1011

CEDAR CREST ACADEMY APPLICATION FOR ENROLLMENT

PARENT: Please complete the *upper* portion of this Recommendation form *only*. The rest of the form should be completed and returned (separately from your application) by your child's current teacher or caregiver to the campus to which you are applying.

APPLICANT'S NAME _____

APPLYING FOR: (School Year) _____ (Class) _____

TEACHER/CAREGIVER: The child listed above has applied for admission to Cedar Crest Academy. We place a high value on the feedback that you, as a teacher/caregiver, can give us regarding this child. Please take the time to give a complete and candid evaluation of this student. Please note that *all of the information provided in this recommendation will be kept completely confidential*.

1. How long have you known the applicant, and in what capacity?
2. Please comment on the applicant's personal strengths.
3. Please comment on the applicant's academic readiness.
4. Please tell us how the applicant responds to both structured and unstructured activities.
5. Have you been successful in working cooperatively with this child's parents?
6. Is there anything special about this child that a new school should know?

7. Please check the adjectives below that describe this child (please check all that apply).

- | | | | | |
|---------------------------------------|---|--------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Resourceful | <input type="checkbox"/> Withdrawn | <input type="checkbox"/> Calm | <input type="checkbox"/> Assertive |
| <input type="checkbox"/> Organized | <input type="checkbox"/> Impulsive | <input type="checkbox"/> Independent | <input type="checkbox"/> Non-Compliant | <input type="checkbox"/> Creative |
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| <input type="checkbox"/> Overactive | <input type="checkbox"/> Like by peers | <input type="checkbox"/> Aggressive | <input type="checkbox"/> Curious | <input type="checkbox"/> Competent |
| <input type="checkbox"/> Responsible | | | | |

Thank you for taking the time to complete this application to help acquaint us with this child.

Name of school

Name of teacher

Date