

APPLICATION CHECKLIST

We cannot accept any applications that are missing any of the items below. Please be sure to have all the following items attached to your application:

- ✓ Fully completed application, including 2 emergency contacts that are not parents
- ✓ \$100 non-refundable registration fee (cash or check)
- ✓ OCFS Form 4433 – Child in Care Medical Statement filled out by your child's doctor.
 - **As of the 2024-2025 school year, this form is REQUIRED in place of the standard school form provided by doctors**

We will do our best to honor requests for certain teachers if you have had a positive experience with a certain teacher in the past. It is also common for there to be changes in staffing over the summer; so, a teacher you request may not be in that same classroom come September. Please be aware of this information if requesting a certain teacher.

We cannot honor requests for your child to be placed with certain friends.

The first tuition payment (a full payment = half September and half June) must be paid the week of September 3rd BEFORE SCHOOL BEGINS. This payment is non-refundable and can be made on Brightwheel (online payments require a processing fee), or cash/check can be dropped off to the office or handed in at the Meet-and-Greet on September 6th.