

PRESCHOOL (K2 - K4)

ADMISSIONS PROCEDURES

ADMISSIONS PROCESS (STEP 1)

Please submit the following:

- ☐ New Student Application Online
(located at cfacademy.org/admissions)
- ☐ Birth Certificate (must be the original, we will make a copy free of charge)
- ☐ Daycare/Preschool Reference Form
(form located at cfacademy.org/documents)
- ☐ Copy of most recent report card & assessment
- ☐ Copy of all Psychological, Behavioral, and Speech Test Results (if applicable)

STUDENT OBSERVATION (STEP 2)

After completing step one, our admissions department will contact you to schedule an individual observation. All **prospective preschool students are required to come in for a school readiness evaluation** through an activity visit on campus. All observations are conducted on campus, in a group setting and/or on a one-to-one basis.

- ☐ Student Observation Scheduled
- ☐ Non-Refundable Observation Fee (\$50.00)

FAMILY INTERVIEW (STEP 3)

You will be contacted by the main office to schedule your family interview. During this scheduled time (30 minutes), both parents and prospective children need to be present.

DECISION (STEP 4)

You will be contacted by the main office on a decision within one week after completing steps one through three of the admissions process.

ENROLLMENT (STEP 5)

Upon receiving an offer of admission, please submit the following within two weeks of acceptance:

- ☐ Non-Refundable Registration Fee
(\$350.00 per student paid via cash or check only, in the academy office)
- ☐ Non-Refundable School Improvement Fee
(\$300.00 per family paid via cash or check only, in the academy office)
- ☐ Enrollment Form
(must be turned in to the academy office with payment attached)
- ☐ Florida Certification of Immunization (Blue) - Form 680 (must be original)
- ☐ State of Florida School Entry Health Exam (Yellow) - Form DH3040 (must be original)
- ☐ VPK Certificate (K4 students only)
(application can be found at vpkhelp.org)
- ☐ Two Personal Reference Forms
(form located at cfacademy.org/documents)
- ☐ Family Portrait

Once enrolled, additional payments including tuition, etc. will be able to be paid online using your login credentials provided for your myCFA school account.

Parents of new students to CF Academy are encouraged to attend our New Parent Orientation and our Back-to-School Night at the start of the upcoming school year.



IMPORTANT INFORMATION

Through our written materials, campus tours and the admission testing process, the Admissions Department strives to help parents learn about our programs and our school community. Please adhere to the checklist as your admissions step-by-step guide.

Entrance to K2 - K4 - Children that have reached 2 - 4 years old on or before September 1st of the school year shall be eligible for admission to their respective program during that school year. Excluding 3 day program.

Entrance to K2/K3 3day - This option provides a smooth transition from the home to eventual full day preschool program. Each 3-day program includes a mixed-age group of two and three year olds. Children may start program once they have turned two years old.

Entrance to K3 - Students must be potty trained starting in our K3 program. Excluding 3 day program.