

# KINDERGARTEN & ELEMENTARY (K5 - 5<sup>TH</sup>) ADMISSIONS PROCEDURES

## IMPORTANT INFORMATION

All students entering K5 through 5th grade are required to take a placement exam. The testing fee of \$75.00 is due at the time of the exam. Please call the academy office to schedule your placement exam. After an initial review of the student's exam, the parent(s)/guardian(s) of the prospective student will receive notification by phone call, whether or not they may proceed with registration and schedule their family interview.

Registration and School Improvement Fees are due upon registration. The registration process is incomplete until all fees have been paid. The initial entrance fee payments (\$350.00 registration fee per child) and (\$300.00 school improvement fee per family) will need to be paid via cash or check only in our academy office. Once enrolled, additional payments including tuition may be paid online with your HeadMaster school account.

Please call the academy office to schedule your family interview. Both parents and students are required to attend the interview. **All documents are due at the time of registration.** Students with incomplete applications will be placed on a waiting list.

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

## ELEMENTARY ADMISSIONS CHECKLIST

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.

- CF Academy Entrance Exam (\$75.00 cash only)
- New Student Application  
*(located at cfacademy.org/admissions)*
- Non-Refundable Registration Fee (\$350.00 per student paid via cash or check only in our academy office)
- Non-Refundable School Improvement Fee (\$300.00 per family paid via cash or check only in our academy office)
- Enrollment Form  
*(must be turned in to academy office with payment attached)*
- Elementary School Reference Form  
*(form located at cfacademy.org/documents)*
- Two Personal Reference Forms  
*(form located at cfacademy.org/documents)*
- Birth Certificate (must be the original, we will make a copy free of charge)
- Florida Certification of Immunization (Blue) - Form 680 (must be original)
- State of Florida School Entry Health Exam (Yellow) - Form DH3040 (must be original)
- Transcripts of grades and standardized test scores for the last two years and current year-to-date grades
- Copy of all Psychological, Behavioral, and Speech Test Results (if applicable)
- Family Portrait *(size 4x6 preferable)*
- Family Interview *(call 305.238.1833 to schedule)*

All students must wear the adopted uniform dress ensemble provided by AA Uniform Company.  
8807 SW 132 Street, Miami, Florida 33156, 305-254-0000  
[www.aauniform.com](http://www.aauniform.com)

AA UNIFORMS WITH SCHOOL LOGO ARE THE ONLY APPROPRIATE DRESS FOR SCHOOL.  
All bottoms worn by girls or boys MUST be uniform bottoms in khaki or navy, and may be purchased through AA Uniforms or any local retail store that sells school uniforms.

Each student must have a minimum of one white polo (from AA Uniform) and one navy bottom, to be worn on Chapel Days every Wednesday unless otherwise instructed.