

PRESCHOOL (K2 - K4) ADMISSIONS PROCEDURES

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 - Children that have reached the age of two on or before September 1st of the school year shall be eligible for admission to K2 during that school year. Excluding 3 day program.

Entrance to K3 - Children that have reached the age of three on or before September 1st of the school year shall be eligible for admission to K3 during that school year. Students must be potty trained before entering K3. Excluding 3 day program.

All K2 and K3 full day students must have a napping mat. (May be purchased through CF Academy)

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 and are not required to be potty trained.

Entrance to K4 - Children that have reached the age of four on or before September 1st of the school year shall be eligible for admission to K4 during that school year.

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.

PRESCHOOL ADMISSIONS CHECKLIST

- 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)
- 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)**
- VPK Certificate (K4 students only)**
(application can be found at vpkhelp.org)
- Daycare/Preschool Reference Form**
(form located at cfacademy.org/documents)
- Two Personal Reference Forms**
(form located at cfacademy.org/documents)
- Copy of most recent report card & assessment**
- Copy of all Psychological, Behavioral, and Speech Test Results (if applicable)**
- Family Portrait (size 4x6 preferable)**
- Family Interview (call 305.238.1833 to schedule)**

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.

**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**

**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.