



13625 EDS Drive
Herndon, VA 20171
(703) 713-3332
(703) 713-3336 FAX
www.nysmith.com

Preschool Application Form

Student's Legal Name: Last First Middle Nickname Date of Birth

Street Address City State & Zip Code

Second Address if applicable City State & Zip Code

Gender: Male Female Transportation Needs: Morning Afternoon Extended Care Needs: Morning Afternoon

Beginners (3 yr. Olds) 8:30-2:30 M-F Year
Pre-Kindergarten (4 yr. Olds) 8:30-2:30 M-F Year

Mother's Name: Home Phone Cell Phone

Place of employment Occupation Business Phone

EMAIL:

Father's Name: Home Phone Cell Phone

Place of employment Occupation Business Phone

EMAIL:

Student Lives With: Mother Father Both Guardian Other:

Current School:

All Previous Child Daycare Programs and Schools Attended Since Birth (if none attended, please indicate not applicable (N/A)):

Other Children in Family and Birth Dates:

Please remember to enclose your non-refundable \$250 Application Fee

I certify that all the above information on this student's application form is true and correct to the best of my knowledge.

Parent's Signature Date

For Office Use Only: Please do not write below this line

Application Fee Check Number Date Received

## **Procedures for Enrollment**

We recommend that one or both parents visit the school to learn more about the programs, see the facilities, and observe the daily routines.

The completed application must be accompanied by an application fee of \$250.00 in order to have your child evaluated for enrollment. **The application fee is one time only and is non-refundable.**

Applicants who have had a school experience are required to have one recommendation form completed by a current teacher or an administrator before they may be fully considered for matriculation.

Prospective Preschool students will be scheduled for a visit only after all paperwork is in. The visit permits your child to experience our unique program, and concurrently affords our faculty the opportunity to evaluate your child for future placement. The student visit is 1 hour by appointment for Beginner and PreK applicants.

The Nysmith School has an ongoing enrollment policy during the school year; a student may be admitted during the academic year if space is available. If a student is enrolling for the fall semester, the Student Selection Committee will notify the parent(s) and student of the admissions decision by early February in the preceding year. **A CONTRACT WILL NOT BE OFFERED UNTIL ALL REQUIRED PAPERWORK AND THE APPLICATION FEE HAVE BEEN SUBMITTED.**

The completed application form, recommendation, etc., are solely for the purpose of evaluation of your child by the Student Selection Committee; the required application paperwork does not reserve a space for your child. Once a contract has been tendered and you have been notified by phone, you have 48 hours or until the due date stated in the letter and on the contract to return the signed tuition agreement and the required enrollment fee, 20% of the total tuition cost. Upon receipt of the signed contract and enrollment fee, a space will be reserved for your child in the appropriate class.

## **Quick Checklist for Parents**

Paperwork and deposit for evaluation of application for enrollment:

Completed application form

\$250 application fee (non- refundable)

One teacher/administrator recommendation

Applicant class visit / Nysmith teacher assessment

Paperwork and deposit\* required to activate contract and reserve a class space for your child:

Signed contract/tuition agreement

\*Non-refundable enrollment fee - approximately 20% of total tuition costs