

# Annunciation School

## Application Process for New Students 2012 – 2013 Academic Year

### Pre-Kindergarten

Applications for admission to Annunciation School's Pre-Kindergarten program are conducted on a rolling, space available basis through February 9, 2012. Applications may be submitted at any time. Once we receive and review your paperwork, the school will contact you to schedule an appointment for you and your child to visit the school and meet with a school administrator. Notification of the application status will be mailed to families as decisions by the school are made. In order to secure your child's place in our Pre-Kindergarten program, parents / guardians must register their child by the date indicated in their child's acceptance letter.

### Kindergarten through Grade 7

Applications for admission to Grades Kindergarten through 7 are due by January 3, 2012. Once we receive and review your paperwork, the school will contact you to schedule an appointment for you and your child to visit the school and meet with a school administrator. Notification of the application status will be mailed to families by January 25, 2012. In order to secure your child's place at Annunciation, parents / guardians must register their child by February 9, 2012.

### All Grades

Complete, sign, and date the three page application included in your admissions folder (also available for download from the school website at: [school.annunciationcrestwood.com](http://school.annunciationcrestwood.com))

Return completed application to the school office with the following items:

1. \$50 application fee
2. Copy of child's birth certificate
3. Copy of child's baptismal certificate (if Catholic)
4. Copy of child's immunization record
5. For Kindergarten applications: a copy of the Pre-Kindergarten report card
6. For applications of higher grades: the previous two years' report cards, copies of any New York State test results, copies of the previous two years' standardized test scores (where applicable)

Please note that all students applying for Pre-Kindergarten must be toilet trained (no Pull-Ups) by the start of the school year and must be four years old by December 31, 2012. All students applying for Kindergarten must be five years old by December 31, 2012.

If you are transferring from another school, we will contact the principal to ensure that your tuition and fees are up to date.

Any student registering after February 9, 2012 will incur a higher registration fee. Prospective families who have missed the application deadlines may contact the school office after February 15, 2012 to check on possible seat availability.

If you have any questions, please call the school office at 914.337.8760.