



# CARDEN ACADEMY OF MAUI

Dear Parent,

Thank you for your interest in Carden Academy of Maui, the only school on Maui using the Carden curriculum. We currently offer classes for children in Pre-Kindergarten through eighth grade.

Carden Academy offers a classical education using unique tools, approaches, and sequences. The Carden Method is a comprehensive language arts program that integrates phonics, spelling, grammar, reading, and writing using an approach which teaches the sounds and rhythms of the English language. This language arts program, together with the Singapore and Saxon math programs and the Delta/FOSS science program, form the basis of a vital curriculum that emphasizes understanding and comprehension over rote memorization.

In addition to mathematics, science, and language arts, students are instructed in classic literature, foreign language, art, music, drama, dance, and physical education. The natural curiosity, imagination, and love of learning that children express is valued and nurtured. Learning takes place in an atmosphere that is neither condemning nor competitive, an atmosphere that consistently encourages all to do their best.

We are proud of the character education taught at Carden Academy and our goal is to instill in each student a set of values and virtues to guide them through a lifetime. A strong foundation of academic skills, the development of stamina and self-reliance, and the building of character equip the child for lifelong learning – to live what Mae Carden called “Life Triumphant”.

We offer small class sizes that allow us to provide individualized attention and to promote learning in a positive and creative environment. A pleasant, purposeful atmosphere, filled with an appreciation for beauty “awakens children to the realization that learning is a privilege, an answer to an inner need, and a very interesting adventure.”

I realize that there are many options that are available to you as you seek the best placement for you child. I encourage you to contact the school for more information, and to schedule a tour so that you can experience the qualities that make a Carden education unique.

Again, thank you for your interest. If you have any additional questions, please feel free to contact our school office at 573-6651.

Sincerely,

Nina Sato  
School Director



## Tuition Fee Schedule 2015 - 2016

### Non-refundable Enrollment Fee (Includes Deposit/Book and Supply Fee/Field Trip Fee)

\$ 1000.00	Returning Students:	Due by March 5, 2015
\$ 1000.00	New Students:	Due by April 1, 2015 (or upon enrollment)

### Tuition for 2015-2016 School Year

- All non-annual tuition payments must be made through FACTS Tuition Management.
- Tuition insurance is required through Dewar Refund Plan if paying semi-annually or monthly.
- All student spaces are reserved for the duration of the academic year.
- No refunds are given for absence, withdrawal, or dismissal during the academic year.

	<b>Annual Payment</b> <i>(Due 6/1/15)</i>	<b>Semi-Annual Payments</b> <i>(Due 6/1/15 &amp; 11/1/15)</i>	<b>Monthly Payments</b> <i>(10 months, 6/1/15 to 3/1/16)</i>
<b>Pre-Kindergarten</b>	<b>\$ 8,500.00</b>	<b>\$ 8,600.00 (TRP \$284)</b>	<b>\$ 8,800.00 (TRP \$290)</b>
<b>Grade K-5</b>	<b>\$ 10,250.00</b>	<b>\$10,350.00 (TRP \$342)</b>	<b>\$10,550.00 (TRP \$348)</b>
<b>Grade 6-8</b>	<b>\$ 11,250.00</b>	<b>\$11,350.00 (TRP \$375)</b>	<b>\$11, 550.00 (TRP \$381)</b>

**Sibling Discount:** Carden Academy will continue to offer a 5% sibling discount for each additional child enrolled at the school. The discount will apply to tuition only. The enrollment fee of \$1,000 and the TRP fee will remain the same.

**Tuition Assistance Program:** To apply, use the on-line service at [www.factstuitionaid.com](http://www.factstuitionaid.com). The deadline for applications is March 31, 2015 (Note: Award notifications may not be available until after this date)

### Aftercare Fees:

School is dismissed at 2:30 pm. All students not picked up by 2:45 pm are checked into Aftercare, which runs every school day until 5:00 pm. Thirty minutes after school dismissal time After School Care fees begin to apply.

Pick-up 2:45 pm - 3:00 pm:	No Fee
Pick-up 3:01 pm - 4:00 pm:	\$6.00 per day
Pick-up 4:01 pm - 5:00 pm:	\$12.00 per day
After 5:00 pm:	\$1.00 per minute



## **Admission Procedures For Elementary Grades 1 - 5**

Students are enrolled in Carden Academy of Maui based upon the availability for the grade level and the student's ability to benefit from the curriculum that is offered.

### **1. Application**

Complete an Admissions Application Package and return it to Carden Academy of Maui. Applications are processed as received in the school office. The submission of an application does not constitute acceptance at Carden Academy of Maui, nor does it obligate you to enroll your child. A complete application package includes:

- Admissions Application Form
- Consent for Release of Information Form
- (2) Carden Student Reference Forms (from two teachers)
- \$60 Application Fee (*Please make check payable to: Carden Academy of Maui*)

### **2. School Tour**

School tours take place by appointment. Please contact the school office to schedule an appointment date.

### **3. Admissions Test**

When an application package is received, we will arrange a testing appointment for the student. This test is administered individually or in a small group setting and is designed by Carden Academy of Maui for our school's use exclusively. The results of this test assist us in determining that the student's basic skills are at such a level that he/she would be able to function in the class for which the application has been made.

### **4. Admissions Interview**

The administration will schedule an interview with the parents/guardians to discuss:

- Admissions test results
- School philosophy
- Home/school relationship
- Character education
- School policy and procedures

### **5. Acceptance Notification**

Notification letters will be mailed on or before April 1<sup>st</sup>.

### **6. Enrollment Fee (includes Deposit/Book & Supply Fee/Field Trip Fee)**

This non-refundable fee, which includes Deposit, Book & Supply Fee, and Field Trip Fee, becomes due after receipt of *Acceptance Notification Letter*, and once *Reservation Agreement/Enrollment Contract* is signed & returned, to confirm a place for your child.



## **Admissions Procedures Checklist for Elementary Grades 1 - 5**

### **Application:**

- \_\_\_\_\_ Submit *Admissions Application Form* + \$60.00 Application Fee
- \_\_\_\_\_ Schedule Admissions Test with Teacher
- \_\_\_\_\_ Schedule Admissions Interview with School Director
- \_\_\_\_\_ Mail *Consent for Release of Information* form to current school
- \_\_\_\_\_ Mail *Carden Student Reference* form to two (2) teachers

### **Enrollment Once Accepted:**

- \_\_\_\_\_ Receipt of *Acceptance Notification Letter*
- \_\_\_\_\_ Pay non-refundable *Enrollment Fee*
- \_\_\_\_\_ Sign and return *Reservation Agreement/Enrollment Contract*
- \_\_\_\_\_ Complete FACTS Tuition Management form online  
(<https://online.factsmgt.com/signin/4HVZ3>)
- \_\_\_\_\_ Submit Health Records  
(Immunizations, current physical, and TB results)



# CARDEN ACADEMY OF MAUI

ADMISSIONS APPLICATION FOR SCHOOL YEAR: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Applying for Grade: \_\_\_\_\_ Name of Current School: \_\_\_\_\_

How did you hear about Carden Academy? \_\_\_\_\_

Student's Legal Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Nickname / Preferred Name \_\_\_\_\_ Male / Female  
(Circle One)

Age as of Today: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month Day Year City State Country

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student lives with:  Both Parents One Parent:  Father /  Mother  Guardian  Other: \_\_\_\_\_

Sibling's Name(s) and Age(s): \_\_\_\_\_ Current School Attending: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PARENT / GUARDIAN INFORMATION:

Father's Information /  Guardian's Information (Please Print):

(Title: Mrs., Ms., Dr., Rev., etc.) \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Employer \_\_\_\_\_ Occupation (if self-employed please explain) \_\_\_\_\_  
Business Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother's Information /  Guardian's Information (Please Print):

(Title: Mrs., Ms., Dr., Rev., etc.) \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Employer \_\_\_\_\_ Occupation (if self-employed please explain) \_\_\_\_\_  
Business Address \_\_\_\_\_ Work Phone \_\_\_\_\_

## OFFICE USE ONLY:

Application Date: \_\_\_\_\_  
\$60 Application Fee Rec'd: \_\_\_\_\_  
Acceptance Letter Sent: \_\_\_\_\_  
Enrollment Fee Rec'd: \_\_\_\_\_

Test Date: \_\_\_\_\_  
Tour Date: \_\_\_\_\_  
Interview Date: \_\_\_\_\_  
Health Records: \_\_\_\_\_



**CARDEN ACADEMY  
OF MAUI**

**Consent for Release of Information**

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Parents: *Complete this form and mail it directly to the school your child is presently attending.*

I, \_\_\_\_\_  
*Parent or Guardian's Name*

as parent or legal guardian of \_\_\_\_\_ / \_\_\_\_\_  
*Student's Name* *Grade*

hereby grant permission to \_\_\_\_\_  
*School Presently Attending*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Telephone*

to release the copies below of my child's educational & health records to Carden Academy of Maui:

**Due as part of application process:**

- Standardized testing results
- Course grades *as they become available each quarter*

**Due upon acceptance:**

- Cumulative record file to the Registrar's Office
- Health Records

\_\_\_\_\_  
*Signature of Parent or Guardian* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Home Phone* \_\_\_\_\_  
*Cell Phone* \_\_\_\_\_  
*Work Phone*

**Directions for Current School Registrar:**

Please mail records to:

**Carden Academy of Maui  
55A Maka'ena Place  
Pukalani, HI 96768**

*Applying for School Year: 20\_\_-20\_\_*

## **Confidential Student Reference Form Instructions**

### **Parents:**

1. Please complete the top line of the Confidential Student Reference Form.
2. Have one (1) report form completed by your child's current classroom teacher.
3. Have one (1) report form completed by an adult who knows your child from an educational setting; i.e. last year's teacher, a coach, or music instructor.
4. Provide each teacher with a stamped envelope addressed to:

**Carden Academy  
55A Maka'ena Place  
Pukalani, HI 96768**

5. All Student Reference Forms are to remain CONFIDENTIAL.

### **Teachers:**

We thank you for taking the time to complete this reference form and we will seriously consider your reference in making our decision. Please mail this directly to the address above. All references are kept in complete confidence.



### Confidential Student Reference Form

Student's Name: \_\_\_\_\_

Applying for Grade: \_\_\_\_\_

	Excellent	Above Average	Average	Below Average	Fair	N/A
<b>Study Habits</b>						
Motivation						
Ability to work alone						
Ability to work with others						
Follows directions						
Participation in discussions						
Organization						
Quality of work						
Completes class work on time						
Completes homework on time						
<b>Character</b>						
Accepts direction and correction						
Assumes responsibility						
Attitude towards school						
Follows class and school rules						
Is courteous to others						
Practices Self-Discipline						
<b>Family Support</b>						
Parent participation in school activities						
Parent attends parent teacher conferences						
Parent responsiveness to school requests						

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed By: \_\_\_\_\_

School/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Who was Mae Carden and what is “The Carden Method?”

*“The basic purpose of the school is to awaken in each student, the desire to learn and to equip him with a solid foundation of learning skills and basic knowledge which will enable him to reach logical conclusions and to proceed with confidence through a lifetime of learning.” -Mae Carden*

Mae Carden (1894-1977) was one of the brilliant educators of the twentieth century. She was born in Hawaii where she began her own elementary school education. It was during these early years that she found that her teachers did not explain the lessons completely to their students. So, young Mae Carden would take her classmates home after school and teach them herself. Her amazing organizational talents surfaced at this young age when she began categorizing words which eventually led to her own pitch based phonemic program.

Miss Carden graduated from Vassar College in 1918 and continued her studies in Europe focusing on art and music. Inspired by the art masters and great composers of Europe, Miss Carden returned to the United States set on becoming a music teacher and attended Columbia University for her post graduate work. She went on to write her own textbooks and manuals and in 1934 opened her own school, which she operated successfully for fifteen years.

In the course of her career, Miss Carden wrote over 400 textbooks and manuals. Because of the many requests for her method from both public and private schools, Miss Carden closed her school in 1949 to devote the rest of her life to training teachers in the techniques and methodology of her unique curriculum. Today there are over 90 Carden schools across the U.S. including one in Hilo, Hawaii which has been in operation for twenty-five years.

In order that the integrity of the Carden Curriculum be preserved, the Carden Educational Foundation was established in 1962. It provides basic and advanced training for teachers and has established an ongoing development program in keeping with current advancements in education.