



Admission Procedures 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
- \$60 Application Fee (Please make check payable to: Carden Academy of Maui)
- Current year & past year Report Cards
- Consent for Release of Information Form
- (2) Carden Student Reference Forms (from two teachers)

2. 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.

3. Family Interview:

Each student, together with parents/guardians, are required to interview with the School Director to discuss:

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

4. Acceptance Notification

Notification letters will be mailed on or before April 1st.

5. 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 Elementary Grades 1-5

Completed Applications Due By March 1st

Application:

- _____ Submit *Admissions Application Form* w/photo attached
- _____ Submit \$60.00 Application Fee
(Please make check payable to: Carden Academy of Maui)
- _____ Submit current year & past year report cards
- _____ Submit *Consent for Release of Information* form to current school
- _____ Submit *Carden Student Reference* form to two (2) teachers
- _____ Schedule Admissions Test w/teacher (Date: _____)
- _____ Schedule Family Interview w/School Director (Date: _____)

Enrollment Once Accepted:

- _____ Receive *Acceptance Notification Letter*
- _____ Pay non-refundable *Enrollment Fee*
- _____ Sign and return *Reservation Agreement/Enrollment Contract*
- _____ Setup FACTS Tuition Management account for tuition payment(s)
(<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: _____



Consent for Release of Information

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
55 Maka'ena Place
Pukalani, HI 96768**

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
55 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
Study Habits						
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						
Character						
Accepts direction and correction						
Assumes responsibility						
Attitude towards school						
Follows class and school rules						
Is courteous to others						
Practices Self-Discipline						
Family Support						
Parent participation in school activities						
Parent attends parent teacher conferences						
Parent responsiveness to school requests						

Additional Comments: _____

Completed By: _____

School/Title: _____

Signature: _____

Date: _____

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Parent responsiveness to school requests						

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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.



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