



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 standards-based math, science, and social studies programs, form the basis of a vital curriculum that emphasizes understanding and comprehension over rote memorization.

In addition to the core academic curriculum, students are instructed in foreign language, art, music, drama, dance, Hawaiiana, 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**  
**2016 - 2017**

**Non-Refundable Enrollment Fee (Includes Deposit/Book and Supply Fee/Field Trip Fee)**

\$ 1000.00	Returning Students:	Due by March 4, 2016
\$ 1000.00	New Students:	Due by April 4, 2016 (or upon enrollment)

**Tuition for 2016-2017 School Year**

- All non-annual tuition payments must be made through FACTS Tuition Management.
- Tuition insurance is required through the Dewar Tuition Refund Plan (TRP) for semi-annual and monthly payment plans. The cost of TRP is 3.1% of tuition and will be added through FACTS.
- 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> <u>(Due 6/1/16)</u>	<b>Semi-Annual Payments</b> <u>(Due 6/1/16 &amp; 11/1/16)</u>	<b>Monthly Payments</b> <u>(10 months, 6/1/16 to 3/1/17)</u>
<b>Pre-Kindergarten</b>	<b>\$ 8,900.00</b>	<b>\$ 9,000.00 (TRP \$279)</b>	<b>\$ 9,100.00 (TRP \$282)</b>
<b>ES Grades K-5</b>	<b>\$ 10,750.00</b>	<b>\$10,850.00 (TRP \$336)</b>	<b>\$10,950.00 (TRP \$339)</b>
<b>MS Grades 6-8</b>	<b>\$ 11,750.00</b>	<b>\$11,850.00 (TRP \$367)</b>	<b>\$11, 950.00 (TRP \$370)</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, 2016 (Note: Award notifications may not be available until after this date).

**Aftercare Fees:**

School is dismissed at 2:30 pm. All K-8 students not picked up by 2:45 pm are checked into Aftercare, which runs each school day until 5:00 pm. Aftercare fees of \$6.00 per hour begin to apply at 3:01 pm.

Pre-Kindergarten students are not eligible for the Aftercare program, but they are able to attend the Pre-K Extended Care program which runs each day until 4:00 pm. Fees of \$6.00 per day will apply for this program.



## **Admission Procedures**

### **Grades 1 - 8**

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) Teacher/Admin Recommendation Forms

**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
- School policy and procedures

**4. Acceptance Notification:**

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

**5. Enrollment 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 Grades 1-8

Completed Applications Due By March 1<sup>st</sup>

### 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 one *Confidential Teacher/Admin Recommendation Form*  
to current teacher
- \_\_\_\_\_ Submit one *Confidential Teacher/Admin Recommendation Form*  
to administrator (principal or counselor)
- \_\_\_\_\_ Submit additional letters of recommendation from other teachers:  
athletics coach, music teacher, etc. (Optional)
- \_\_\_\_\_ Schedule Admissions Test (Date: \_\_\_\_\_)
- \_\_\_\_\_ Schedule Middle School Visitation (Date: \_\_\_\_\_)
- \_\_\_\_\_ Schedule Family Interview (Date: \_\_\_\_\_)



**ADMISSIONS APPLICATION**

SCHOOL YEAR: 20\_\_\_\_\_ - 20\_\_\_\_\_

Admissions Test Date Requesting:  Feb. 11  Feb. 25

**Office Use Only:**

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

\$60 Non-Refundable Fee:  Cash  Check # \_\_\_\_\_

(\$30 Non-Refundable Fee for PK Only)

Please Attach  
Recent  
Photograph  
Here

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

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

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

If divorced or separated, please describe the student's living arrangements: \_\_\_\_\_

Which parent would like to receive communications? \_\_\_\_\_ Which parent has financial responsibility for the student? \_\_\_\_\_

PARENT / GUARDIAN INFORMATION: Primary contact for admissions:  Father  Mother  Other \_\_\_\_\_

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

**Please check best contact phone or email below**

(Title: Mr., Mrs., Ms., Dr., Rev., Etc.) First Last  (\_\_\_\_) \_\_\_\_\_  
Cell Phone

Resident Address  (\_\_\_\_) \_\_\_\_\_  
Home Phone

Mailing Address (if different from above)  \_\_\_\_\_  
Email Address

Employer Occupation (if self-employed please explain)

Business Address  (\_\_\_\_) \_\_\_\_\_  
Work Phone

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

**Please check best contact phone or email below**

(Title: Mr., Mrs., Ms., Dr., Rev., Etc.) First Last  (\_\_\_\_) \_\_\_\_\_  
Cell Phone

Resident Address  (\_\_\_\_) \_\_\_\_\_  
Home Phone

Mailing Address (if different from above)  \_\_\_\_\_  
Email Address

Employer Occupation (if self-employed please explain)

Business Address  (\_\_\_\_) \_\_\_\_\_  
Work Phone

**Step Mother's Information**

**Step Father's Information**

(Title: Mr., Mrs., Ms., Dr., Rev., Etc.) First Last

(Title: Mr., Mrs., Ms., Dr., Rev., Etc.) First Last

Phone Number  Work  Cell

Phone Number  Work  Cell

Employer/Occupation

Employer/Occupation

STUDENT'S NAME: \_\_\_\_\_  
Last First Middle

**EDUCATIONAL RECORD:**

Please list all schools the applicant has attended during the past 3 years.

Grade	School Year	School Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ADDITIONAL INFORMATION:**

Please indicate any special circumstances which may have affected the educational progress of the applicant, e.g. extensive travel, illness, grades skipped, grades repeated, learning differences, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any awards of recognition or talents and interests whether it be academic, artistic, athletic, musical, dramatic, religious, or community service based, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIBLING INFORMATION:**

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

**Mail completed application form and the \$60 non-refundable application fee (\$30 for PK) to:**

**Carden Academy of Maui  
Attn: Admissions  
55 Maka'ena Place  
Pukalani, HI 96768**

Carden Academy of Maui does not discriminate on the basis of race, color, religion, gender, national, or ethnic origin in administration of its educational policies, admission policies, financial aid program, and other school administered programs. Carden Academy of Maui considers various factors in its selection process as we look for well-rounded students with academic, character, and leadership potential who are a good fit with the school.

**- Please complete both sides of this application -**

## 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

\_\_\_\_\_  
*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 TEACHER/ADMIN RECOMMENDATION FORM**

**To the applicant’s parent or guardian:** Please complete this section and give this form to the principal, counselor, or teacher at your child’s current school.

Applicant’s Name: \_\_\_\_\_ Applying for grade: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

**To the principal, counselor or teacher:** Please complete this form and send it directly to:  
**Admissions, Carden Academy of Maui, 55 Maka’ena Place, Pukalani, HI 96768**

Carden Academy of Maui is an independent school with a balanced program that focuses on the whole child. We are looking for students who have a willing spirit to learn and work hard. We would like you to fill out both sides of this form. Please give us your honest evaluations as we value your candid opinion. Your replies are confidential. If there is any additional information that can be better conveyed in a phone conversation, please include a number at which you can be reached. Carden Academy appreciates the time and energy you took to provide us with this evaluation.

Please comment about the student’s special interests, talents, and abilities.

Please describe the student’s interpersonal skill with his/her peers and faculty.

To your knowledge, has the student displayed any social or behavioral problems? If yes, please specify.

Does the student have particular difficulty conforming to school rules? If yes, please explain.

Do you feel that the student’s academic record is an accurate reflection of his/her ability? If no, please explain.

Please comment on parent cooperation and participation.

Can you recommend this child for admission? If no, please explain.

Would you enjoy having this student in your class again?

(Please complete the back of this form)



**ACADEMICS**

Poor      Below Average      Average      Above Average      Excellent

Potential					
Achievement					
Participation					
Attention Span					
Organizational Skills					
Homework Preparation					
Study Habits					
Reading Ability					
Writing Ability					
Mathematical Ability					
Conceptual Understanding					
Oral Expression					
Ability to Follow Directions					
Seeks Help When Needed					
Creativity/Imagination					
Effort					
Ability to Work Independently					
Ability to Work in a Group					
Response to Criticism					

**CHARACTER**

Integrity/Honesty					
Respect for Classmates					
Respect for Faculty					
Dependability					
Self-Discipline					
Stamina/Perseverance					
Independence					
Social Adjustment with Peers					
Responsibility					
Conduct					
Concern for Others					
Maturity					
Sense of Humor					
Emotional Stability					
Self-Confidence					
Leadership Potential					
Reaction to Criticism					
Willingness to Live within Rule					
Cooperation					
Attendance					
Punctuality					

**TEACHER/ADMIN INFO**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone \_\_\_\_\_

School Name \_\_\_\_\_ Position \_\_\_\_\_

School Address \_\_\_\_\_

How long have you known the student? \_\_\_\_\_



**CONFIDENTIAL TEACHER/ADMIN RECOMMENDATION FORM**

**To the applicant's parent or guardian:** Please complete this section and give this form to the principal, counselor, or teacher at your child's current school.

Applicant's Name: \_\_\_\_\_ Applying for grade: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

**To the principal, counselor or teacher:** Please complete this form and send it directly to:  
**Admissions, Carden Academy of Maui, 55 Maka'ena Place, Pukalani, HI 96768**

Carden Academy of Maui is an independent school with a balanced program that focuses on the whole child. We are looking for students who have a willing spirit to learn and work hard. We would like you to fill out both sides of this form. Please give us your honest evaluations as we value your candid opinion. Your replies are confidential. If there is any additional information that can be better conveyed in a phone conversation, please include a number at which you can be reached. Carden Academy appreciates the time and energy you took to provide us with this evaluation.

Please comment about the student's special interests, talents, and abilities.

Please describe the student's interpersonal skill with his/her peers and faculty.

To your knowledge, has the student displayed any social or behavioral problems? If yes, please specify.

Does the student have particular difficulty conforming to school rules? If yes, please explain.

Do you feel that the student's academic record is an accurate reflection of his/her ability? If no, please explain.

Please comment on parent cooperation and participation.

Can you recommend this child for admission? If no, please explain.

Would you enjoy having this student in your class again?

(Please complete the back of this form)

**ACADEMICS**

Poor      Below Average      Average      Above Average      Excellent

Potential					
Achievement					
Participation					
Attention Span					
Organizational Skills					
Homework Preparation					
Study Habits					
Reading Ability					
Writing Ability					
Mathematical Ability					
Conceptual Understanding					
Oral Expression					
Ability to Follow Directions					
Seeks Help When Needed					
Creativity/Imagination					
Effort					
Ability to Work Independently					
Ability to Work in a Group					
Response to Criticism					

**CHARACTER**

Integrity/Honesty					
Respect for Classmates					
Respect for Faculty					
Dependability					
Self-Discipline					
Stamina/Perseverance					
Independence					
Social Adjustment with Peers					
Responsibility					
Conduct					
Concern for Others					
Maturity					
Sense of Humor					
Emotional Stability					
Self-Confidence					
Leadership Potential					
Reaction to Criticism					
Willingness to Live within Rule					
Cooperation					
Attendance					
Punctuality					

**TEACHER/ADMIN INFO**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone \_\_\_\_\_

School Name \_\_\_\_\_ Position \_\_\_\_\_

School Address \_\_\_\_\_

How long have you known the student? \_\_\_\_\_