



Admissions Procedures For Pre-Kindergarten Students

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
- Caregiver Reference Form
- Parent Questionnaire Form
- \$30 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 Interview

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

- 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 and Supply fee/Field Trip fee)

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



Admissions Procedures Checklist For Pre-Kindergarten Students

Application:

- _____ Submit *Admissions Application Form* with \$30.00 Application Fee
(Please make check payable to: Carden Academy of Maui)
- _____ Submit *Caregiver Reference Form*
- _____ Submit *Parent Questionnaire Form*
- _____ Schedule School Tour
- _____ Schedule Admissions Interview

Enrollment Once Accepted:

- _____ Receive *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: Pre-K 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: _____
\$30 Application Fee Rec'd: _____
Acceptance Letter Sent: _____
Enrollment Fee Rec'd: _____

Test Date: _____
Tour Date: _____
Interview Date: _____
Health Records: _____



Caregiver Reference Form

Carden Academy Pre-Kindergarten

Dear Parent or Guardian:

Please have your child's current caregiver complete this form to the best of their knowledge. This form will be used as a tool to understand your child's abilities and traits. All information gathered on this form will be kept confidential.

Child's Name Parents' Names

Caregiver Name Daycare or Preschool Name

What is your relationship to the child? Preschool Teacher Babysitter Day Care Provider

How long have you worked with the child? Less than 1 year 1 year More than 1 year

Child's Abilities

Does the child separate easily from parents? Yes No

Explain, if necessary:

Does the child listen and respond when spoken to? Usually Sometimes Rarely

Explain, if necessary:

Does the child exhibit any of these common childhood behaviors?

Nervousness Thumb sucking Strong Fears Temper Tantrums

Explain, if necessary:

Can the child stay focused while doing an individual activity? Yes No

If yes, please indicate amount of time child is focused:

Does the child get along well with others? Yes No

If no, please explain:

Which words best describe the child: (please select all that apply)

- Caring Aggressive Active Creative Introverted Kind Polite
- Pleasant Curious Thoughtful Careless Reserved Passive Inconsiderate Shy

Additional Comments or Information (as a reminder all information gathered on this form will be kept confidential)

Caregiver Signature Date



Parent Questionnaire

Carden Academy Pre-Kindergarten

Dear Parent or Guardian:

Please complete this form to the best of your knowledge. This form will be used to get to know your child's abilities and traits. All information gathered on this form will be kept confidential.

Child's Name

Parent 1 Name

DOB

Parent 2 Name

What is your relationship to the child? Mother Father Step-Parent Other

With whom does the child live with? Both Parents Mother Father Other

If "Other" box is checked, with whom does the child live?

Child's Abilities

Please check all that apply to your child:

- | | | |
|--|---|--|
| <input type="checkbox"/> Washes and dries hands | <input type="checkbox"/> Tries to color pictures within lines | <input type="checkbox"/> Speaks in sentences |
| <input type="checkbox"/> Accepts limits set by adults | <input type="checkbox"/> Enjoys playing with others | <input type="checkbox"/> Cares for own toileting needs |
| <input type="checkbox"/> Uses scissors to cut paper | <input type="checkbox"/> Completes tasks | <input type="checkbox"/> Draws pictures |
| <input type="checkbox"/> Listens to books being read aloud | <input type="checkbox"/> Communicates feelings | <input type="checkbox"/> Is able to follow directions |

Parent Questions

What is your child's spoken language?

Would you consider your child: Very Active Active Inactive

Please list all members of your child's household:

Are parents divorced or separated? If so, please list custodial and visitation agreements:

What are your child's favorite activities?

How much time per day does your child spend watching TV and using hand held electrical devices?

What is your child's usual bed time?

How often do you read to your child?

Any additional information you would like to share with us:



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.

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

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. 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



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.