CARDEN SCHOOL OF FRESNO

# ADMISSION, TUITION & POLICY

Thank you for your interest in Carden School of Fresno. We have been helping children grow into mature, successful young adults since 1963. Our program is based on the Carden educational philosophy that strives to educate the whole child. The Carden Educational Foundation is a non-profit institution that supports the Carden Method® by developing teaching materials and sponsoring professional development. The Foundation has been dedicated to educating children since the 1950's.

Families may drop by CSOF at any time during the year to obtain information about the school. However, in order to ensure that someone will be available to give interested parents a full tour of the school, we encourage parents to call ahead and make an appointment.

**Evaluation**

Every child applying for admission to Carden School of Fresno must complete an admission evaluation. For preschool and kindergarten children, this evaluation is geared toward determining the child's readiness to spend a half to full day in a classroom program. For children in first through eighth grades, the assessment is specific to evaluating whether the child will be successful in a demanding academic program. The assessment must be scheduled with the school. Before the assessment of each child, parents must fill out an application and pay the $50 assessment fee.

**Classroom Visitation**

Prior to admission, we encourage children in first through eighth grades to spend a half- or full-day in the classroom they would join upon admission.

**Offer of Admission**

Once the admission process is complete, the school will make a determination about admission and communicate with the parents the status of their child's admission. Admission may be offered immediately and the child encouraged to join the class in the current year, admission may be offered immediately for the following school year, or admission offers may be held until April, the traditional time for the extension of admission offers.

If the grade level for which your child has been evaluated is full, your child will be placed on a waiting list for that grade level. The waiting list will be prioritized in order of applications received for that grade.

**Enrollment Fee**

An enrollment fee ($500 prior to May 1st or $750 after May 1st) in addition to the first tuition installment is due upon acceptance to CSOF, and required to secure your child's place in class. Enrollment fees are used for purchase of Carden copyrighted materials, books, and instructional supplies.

**Tuition, 2011-2012 School Year**

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| Pre-Kindergarten (Half Day) | $ 5,500, payable in ten installments of $550 |
| Pre-Kindergarten (Full Day) | $ 6,500, payable in ten installments of $650 |
| Kindergarten through eighth-grade | $ 6,500, payable in ten installments of $650 |

Tuition is due and payable on the first of each month, beginning September 1st. Tuition that is not paid by the fifth of the month for which it is due will be assessed a $50 late fee. There is a $50 fee for returned checks.

Tuition for siblings is discounted 10% for the second child enrolled, and 15% for each additional child.

**Tuition Insurance**

For anyone making monthly installments for tuition, a $200 tuition insurance premium must be paid prior to the first day of school.

**Extended School Day**

ESD is available for all CSOF students for an additional fee, and parents are billed monthly for services. ESD is provided on a drop-in basis before school from 7:00 a.m. and after school until 6:00 p.m.

**Hot Lunch**

Hot lunch is available for purchase through our outside hot lunch program.

**Age Requirements**

A birth certificate will be required in order to verify the age of a child prior to enrollment. All children entering the JK4 program must be four by September 1. All students entering kindergarten must be five years old on or before September 1 of the school year for which they are being enrolled.

**Immunizations**

We adhere to state regulations regarding immunization records for your child. Immunization records must be provided upon enrollment, or Carden School of Fresno will request them from your child's previous school (if any). Preschool student immunizations must be kept current. Valid proof of immunization must be submitted as your child receives new immunizations or booster shots. If a family has religious or personal reasons for not completing medical forms or immunizing a child, this information must be documented (by law) on the Waiver of Health Examination for School Entry form. This form must be returned to the school office before the first day of attendance.

**Parent Participation**

Parent participation and support is an essential ingredient to the function of Carden School of Fresno. It is an opportunity for parents to participate in the life of the school in a way that is personally enriching. Each Carden family is asked to contribute 25 hours of service annually. This may be waived by paying an additional $500 annually.

**Uniforms**

Carden School of Fresno uniforms are required for all students while school is in session. Occasional free dress days are scheduled and announced in advance.