

# The Learning Tree Cultural Preparatory School

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www.learningtreeprep.org

## The Admissions Process

*When should parents begin the application process?*

As soon as you're interested in exploring enrollment, contact the school and secure an application for admissions. We have rolling admissions that closes when each class is full. Following our open houses, families who complete the admissions process will be given the fullest consideration for available seats. Parents completing the process once all seats are full will be considered on a first come first serve basis. Parents are encouraged to complete the application process as early as possible, as space is always limited.

A complete application consists of: 1) a completed application form, 2) a recent transcript/report card, 3) two recommendations from a current teacher and school administrator, 4) an assessment (grades kindergarten–eighth), 5) an IEP, if applicable, 6) an interview, and 7) a registration form.

***What are the steps I need to take if I am interested in The Learning Tree for my child(ren)?***

**Step 1** - Families interested in enrollment should call the school, to set up a date to tour the school.

**Step 2** - Visit the school and interview with a member of the Administrative staff. We host an Open House twice a year, the end of January/beginning of February and the beginning of March. This is an ideal time to visit the school.

Interviews are by appointment only. An interview of both the student and parent(s) will be conducted. At this time, we will describe our program in more detail and answer questions the parent(s) and student(s) may have. The purpose of the school visit and interview is to learn more about one another.

**Step 3** – If a family is interested in enrolling their child(ren):

**Nursery (3 years old)** – 3-K is funded by the NYC Department of Education; Open enrollment is usually in February of the year the child turns 3 years old. Follow the instructions on the NYC Board of Education's website, by the due dates indicated. The website is: <https://www.myschools.nyc/en/>

**Pre-Kindergarten** – Universal PreK is funded by the NYC Department of Education; Open enrollment is usually in February of the year the child turns 4 years old. Follow the instructions on the NYC Board of Education's website, by the due dates indicated. The website is: <https://www.myschools.nyc/en/>

**Kindergarten through 8<sup>th</sup> grade** – make an appointment to take a math and English Language Arts (ELA) assessment. The interview is usually the same day as the assessment.

**Step 4** - Submit a copy of the student's most recent report card, an IEP if applicable, and at least 2 recommendations from the child's current teacher and a school administrator.

**Step 5** - Admissions determination: We will contact you in writing or by telephone to inform you if your child has been accepted/not accepted for admission.

**Step 6** - Once accepted to the school, registration forms must be filled out and returned with a registration deposit within fourteen (14) days to assure your child's place in the class.