

## Application Instructions & Information School Year 2024-2025 (PreK & JrK)

We welcome your child as a possible candidate for our preschool. The Application for Admission and all items listed in Sections A & B below must be received one day prior to the assessment date you select on our Individual and Group Assessment form. All other supporting documents listed below should be received by **February 20, 2024** for priority in first round considerations. Any supporting documentation received late, or applications received after the initial entrance exams will be considered as long as vacancies exist. The teacher-student ratio is 1:12 (PreK-3yrs) and 1:16 (Jr.K-4yrs). Class size can increase to thirteen and eighteen with a teacher's aide; However, we may limit the class size ratio to a lower number as needed. Please read through our brochure and the entire application packet for more information.

Students are selected for admission based upon our group and individual assessment of students' readiness/ability to interact in group settings, age-appropriate communication/language skills, previous conduct records and references from prior teachers and/or directors. **Applicants must be completely toilet-trained and able to use the bathroom independently at time of testing.** Due to our small class size, not all who qualify can be accepted. Individuals who show the greatest potential for success will be admitted.

### APPLICATION PROCESS:

#### A. APPLICATION FOR ADMISSION

**Student must be at least [3 yrs. old for PreK] or [4 yrs. old for JrK] by July 31<sup>st</sup>**

Complete the enclosed application form. The following items:

- \$75.00 non-refundable application fee
- Copy of Birth Certificate
- Copy of recent Progress Report
- Individual & Group Assessment Form

should be mailed or brought in along with your application to our school office. Please be sure to provide copies of the requested documents as originals will not be returned.

#### B. INDIVIDUAL & GROUP ASSESSMENT FORM

Select the preferred date and time student will take the test and submit form with your application.

#### C. DIRECTOR/TEACHER REFERENCE FORMS

Complete the top portion of form, and present to appropriate persons along with a stamped envelope addressed to: PHCA, 94-1044 Waipio Uka Street, Waipahu, HI 96797

Director References: Director of preschool should complete this form (if applicable).

Teacher References: Current/most recent preschool teacher should complete form (if applicable).

The individuals who complete the forms should fax (808)678-6607 or mail directly back to PHCA.

#### D. CONSENT FOR RELEASE OF SCHOOL RECORDS (JrK Applicants only)

Complete this form and submit to your child's present or most recent school (if applicable). Please deliver in a timely manner as we will need the records requested by the due date above.

#### E. PARENT-STUDENT INTERVIEW

Interviews will only be scheduled with those who pass the assessment and have all supporting documents on file as required. Applicants are responsible for ensuring all paperwork is submitted to our office. Those with missing forms or needed documentation will not be considered for enrollment.

**COST:** Refer to the "Fees and Tuition" schedule for detailed information on fees and payment options that are available. Hot lunch, before care (from 6:45AM), and after care (until 4:30PM) are additional fees.

*PHCA is a School Collaborator for the Pauahi Keiki Scholars and Kipona Scholarship Program.*

**NOTIFICATION:** If assessed prior to **February 20<sup>th</sup>**, and after the Parent-Student Interview is completed, students will be notified of acceptance status starting **March 25, 2024**. Applicants confirm acceptance by returning the Letter of Intent, any other necessary documents, fees, and a non-refundable \$300.00 deposit by the due dates on the Letter of Acceptance. If assessed after February 20<sup>th</sup>, notice is given within 30 days of completing A-E.

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