



OFFICE OF ADMISSION
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How to Apply For Admission Checklist for the Early Learning Center and Lower School

Toddler Program

Child must be two years old on or before September 1. Child does NOT have to be potty trained before entering the Toddler Program. If there is space available, children who turn 2 before December 1 may be considered for enrollment. These students spend two years in the program.

- _____ Complete and submit the *Application for Admission*;
- _____ Submit a copy of your child's certifiable birth certificate;
- _____ Include a current photo of your child;
- _____ Pay the \$75 application fee*;
- _____ Complete and submit the *Parent Questionnaire*;

We will schedule a visit/assessment.

Pre-Kindergarten and Kindergarten

Child must be 3 years old for Pre-K programs and 5 years old for Kindergarten on or before September 1. Child must be potty trained before entering Pre-K.

- _____ Complete and submit the *Application for Admission*;
- _____ Submit a copy of your child's certifiable birth certificate;
- _____ Include a current photo of your child;
- _____ Pay the \$75 application fee*;
- _____ Complete and submit the *Parent Questionnaire*;
- _____ Sign and provide the *Teacher Recommendation* form to your child's current teacher;

We will schedule a visit/assessment.

Grades 1-5

Age requirements will be evaluated case by case.

- _____ Complete and submit the *Application for Admission*;
- _____ Submit a copy of your child's certifiable birth certificate;
- _____ Include a current photo of your child;
- _____ Pay the \$75 application fee*;
- _____ Complete and submit the *Parent Questionnaire*;
- _____ Sign and provide the *Transcript Release* authorization to your child's current or former school;
- _____ Sign and provide the *Teacher Recommendation* form(s) to your child's current or former teachers, if applicable.

We will schedule a visit/assessment.

***Application fee payment options:**

Mail a check or money order- payable to Antilles School

Visit the Business Office with cash, check, money order, Master Card or Visa

Call the Business Office 340-776-1600 x1901 with your credit card information.

Age Requirements

Our age requirements for children applying to our **Early Learning Center** programs are based on our professional experience that children's social and emotional maturity is as important as, and greatly impacts his/her academic preparedness, now and in future years. Applicants must be the age required by the program on or before September 1st of the enrollment year. Children applying for grades 1 – 12, whose birthdays fall after September 1, are evaluated on a case-by-case basis.

Transcripts

Parents/Guardians must complete and sign the **Transcript/School Records Release Authorization** and forward it to their child's current or former school. Official transcripts and school records can be mailed to Antilles School, or delivered through the Parent/Guardian, if sealed and signed in an official school envelope.

Recommendations

Parents/Guardians must request a recommendation from their child's current or former teacher. The **Confidential Teacher Recommendation** form is provided for convenience. If the teacher prefers to write a narrative, that is perfectly acceptable. Recommendations can be faxed, emailed, or mailed to Antilles School, or delivered through the Parent/Guardian in a sealed envelope.

Student Visits

Children are invited to visit in our classrooms as part of the application process during the school year. Visitors will meet students, participate in classroom activities, and enjoy one-on-one time with teachers. The visits are one part of the assessment process required by the Antilles Admission Committee to evaluate candidates. Those applying to Grades 2–12 are invited to spend a full day at Antilles, depending on the date of the application. First-graders applying mid-year will visit a full day in 1st Grade. Children applying for the following school year to 1st Grade, Kindergarten or Pre-K4 will spend a morning in the classroom. Children applying for our Pre-K3 program may be assessed in the classroom or individually, depending on the timing of the application. Applicants to the Toddler Program are assessed individually; in the company of their parent/guardian. The Office of Admission will arrange your child's visit and in some instances, a second visit may be necessary.

Testing

In addition to the school visit, Antilles uses standardized exams beginning in 3rd grade. The exam may be administered during the visit day or on a separately scheduled testing day. Please include the results of any standardized test your child has already taken with the application.

Wait Pool

Each year the number of accepted applicants may possibly exceed the number of openings in any grade level. With this in mind, families are encouraged to start the process early. In the event that there are more qualified applicants than space available, some may be placed in the Wait Pool and offered enrollment when a space becomes available.

Decisions

Admission decisions are made after thoughtful deliberations that take into account the individual candidate's ability to be successful at Antilles and examine the application in the context of students currently attending Antilles and the other candidates who would like to join the same grade. Maturity, citizenship, curiosity, interest in, and appreciation for, the Antilles experience are additional factors weighed into the decision. The Director of Admission makes recommendations to the Head of School, who has ultimate authority and sole discretion in the decision to admit or re-enroll a student.