



HOW TO APPLY TO CFS

1. Call the Admissions Office

to learn more about our school, discuss your child's learning style and have your initial questions answered. Our Director of Admissions, Beth Skudder, can be reached at 203-762-9860 or BethSkudder@CTFriendsSchool.org.

2. Tour Our School

Call to join a Wednesday morning tour (for adults only.) Arrive at 8:45am for a meeting with one of our Co-Heads of School. School tours begin promptly at 9:00am. We will visit and observe classrooms and teachers while classes are in session.

3. Attend an Admissions Open House

Call to RSVP for one of our Open Houses. Admissions Open Houses will be held on either November 4, 2011 or January 6, 2012, from 1:00 – 3:00pm. You will visit the classrooms, meet teachers, parents and current students while classes are not in session.

*** Prospective families are encouraged to attend both of these events (a tour and one open house) as they offer different and complementary opportunities to learn about our school.**

4. Submit your Application for Admission

with the \$75 application fee as soon as possible, and no later than February 3, 2012. All forms should be mailed to the Admissions Office at CFS.

5. Submit your Application Forms

as soon as possible. Once your application is received, we will send you these forms: (these are available on our website as well, www.CTFriendsSchool.org)

- a. *Parent/Guardian Questionnaire*
- b. *Transcript Release* Please sign this form and return it to CFS. CFS will mail it to the school to request the required school records.
- c. *Student Questionnaire* Students age 9 and over must complete and return this form.
- d. Examples of recent student work are required (writing, math and one other subject of the student's choosing.)
- e. If any psycho-educational testing has been done in the past three years, please submit these test results as well.

6. Submit your Financial Assistance Forms

as soon as possible, and no later than February 3, 2012. If you will be applying for financial assistance, please request from the Admissions Office the *School and Student Service for Financial Aid (SSS) Form*. Remember, CFS Financial Assistance funds are limited, and financial assistance awards are determined on a first come, first serve basis. *Your prompt submission of all forms required (the SSS financial assistance application as well as all required supporting materials, including your completed 2011 tax forms) will afford your family the best opportunity to receive assistance.*

7. Schedule a Student Visit

The Admissions Office will contact you to schedule a visit date for your child. For incoming Maples (entering Kindergarten and 1st Grade), this is a two-hour visit in the morning. Students entering 2nd Grade and above spend a full day in the classroom with their peers.

8. Review the CFS Family Handbook

We request all parents familiarize themselves with our handbook, which describes the school's philosophy, curriculum, expectations of students and parents, as well as practical information. This handbook will be mailed to you, upon receipt of your completed Application for Admission, with the admissions application forms.

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