



13625 EDS Drive  
Herndon, VA 20171  
(703) 713-3332  
(703) 713-3336 FAX  
[www.nysmith.com](http://www.nysmith.com)

### Preschool Application Form

**Student's Legal Name :** \_\_\_\_\_  
Last First Middle Nickname Date of Birth

\_\_\_\_\_  
Street Address City State & Zip Code Housing Development

\_\_\_\_\_  
Second Address if applicable City State & Zip Code Housing Development

Gender: Male Transportation Needs: Morning Extended Care Needs: Morning  
Female Afternoon Afternoon  
Summer

Beginners (3 yr. Olds) 8:30-2:30 M-F Year \_\_\_\_\_

Pre-Kindergarten (4 yr. Olds) 8:30-2:30 M-F Year \_\_\_\_\_

**Mother's Name :** \_\_\_\_\_  
Home Phone Cell Phone

\_\_\_\_\_  
Place of employment Occupation Business Phone

**EMAIL:** \_\_\_\_\_

**Father's Name :** \_\_\_\_\_  
Home Phone Cell Phone

\_\_\_\_\_  
Place of employment Occupation Business Phone

**EMAIL:** \_\_\_\_\_

Student Lives With: Mother Father Both Guardian Other \_\_\_\_\_

\_\_\_\_\_  
Other Schools Attended School's Address Other Children in Family and Birth Dates

Please remember to enclose your non-refundable \$250 Application Fee

I certify that all the above information on this student's application form is true and correct to the best of my knowledge.

\_\_\_\_\_  
Parent's Signature Date

Please do not write below this line- For Office Use Only

\_\_\_\_\_  
Application Fee Check Number Date Received

## Procedures for Enrollment

We recommend that one or both parents visit the school to learn more about the programs, see the facilities, and observe the daily routines.

The completed application must be accompanied by a one- time application fee of \$250.00 in order to have your child evaluated for enrollment. **This fee is non-refundable.**

Applicants who have had a school experience are required to have one recommendation form completed by a current teacher or an administrator before they may be fully considered for matriculation.

Prospective Pre-K students will be scheduled for a visit only after all paperwork is in. The visit permits your child to experience our unique program, and concurrently affords our faculty the opportunity to evaluate your child for future placement.

The Nysmith School has an ongoing enrollment policy during the school year; a student may be admitted mid- year if space is available. If a student is enrolling for the fall semester, the Student Selection Committee will notify the parent(s) and student of acceptance by mid- February. **A CONTRACT WILL NOT BE OFFERED UNTIL ALL REQUIRED PAPERWORK AND THE APPLICATION FEE HAVE BEEN SUBMITTED.**

The completed application form, recommendation, etc., are solely for the purpose of evaluation of your child by the Student Selection Committee; the required application paperwork does not reserve a space for your child. Once a contract has been tendered and you have been notified by phone, you have 48 hours to return the signed tuition agreement and the required enrollment fee- approximately 20% of the total tuition cost. Upon receipt of the signed contract and enrollment fee, a space will be reserved for your child in the appropriate class.

### **Quick Checklist for Parents**

#### **Paperwork and deposit for enrollment evaluation:**

Completed registration form

\$250 application fee (non- refundable)

One teacher/administrator recommendation

Visit/Nysmith teacher assessment

#### **Paperwork and deposit required to activate contract and reserve a class space for your child:**

Signed contract/tuition agreement

Non-refundable enrollment fee- approximately 20% of total tuition costs