



## ***Admission to Waimea Country School***

### **Admissions Overview**

Admission to Waimea Country School is a collaborative process where the School, the family, and the child learn about each other. We then decide whether Waimea Country School is the learning environment to meet the needs of the prospective student. As a first step, parents are asked to review the information on our website ([waimeacountryschool.org](http://waimeacountryschool.org)) and to read printed materials about the school.

### **Admissions Process and Timeline**

1. Parents review materials, meet with School administrators and/or teachers to ask questions, tour the school, etc.
2. Parents submit completed Application Packet (see the enclosed for a detailed description of the required documents) and \$40 application fee.

***Note:*** *The application, letter of recommendation, and teacher comment form may be completed and submitted online through our WCS website.*

3. An administrator or teacher contacts parents to set up an assessment meeting and a classroom visit (if school is in session).
4. Applicant student visits the school. A teacher administers appropriate academic assessments and makes a recommendation to the Admissions Committee.
5. Head of School notifies the parents, in writing, of the admissions decision.
6. A nonrefundable tuition deposit and the executed enrollment agreement must be returned to the School on or before the deadline date set forth in the acceptance letter to ensure the reservation of a space for the school year.

### **New students applying for the Academic Year**

Applications for admission are accepted at any time throughout the year. All materials, including the Student Application, the Teacher Comment Form, the Letter of Recommendation, and transcripts from other schools, must be completed and submitted to the school office before admission decisions are made. New families are offered contracts on a space-available basis or put in a wait pool if space is not available.

### ***The Priority Application Deadline for new students is in early February***

- Kindergarten applicants are assessed in small groups early February.
- Applicants for grades 1 – 5 are invited to spend a school day at WCS, during which time they are academically assessed.

**Assessment Meeting and Classroom Visit**

Once parents have reviewed the materials about the school and have completed the application packet, a teacher or administrator will contact the parents to arrange an assessment meeting with the child. If school is in session, a classroom visit by the student applicant is arranged at this time. The visit and the assessment meeting are combined where possible. The assessment meeting is an opportunity for teachers to gain an understanding of the child's academic needs. It is NOT an entrance exam that must be passed in order to be admitted to the school. The visit provides the teacher insight to the prospective student's social development and needs. Observing the applicant interacting with peers and with the teacher in a classroom setting are important parts of the process of determining how well a student will fit into the Waimea Country School environment.

***The Priority Financial Aid Deadline for all students is in early February***

Please see the enclosed handout detailing information about the Student Financial Aid Program and the steps for applying.

**Mid-Year Enrollment**

Students may be admitted to Waimea Country School after the beginning of the academic year if space is available. Mid-year enrollment decisions are typically announced within two weeks of the receipt of a completed application and after appropriate assessments and classroom visits have been completed. Tuition is prorated to the semester for students admitted after the beginning of the academic year.

**Campus Visits**

Your family is welcome to schedule an appointment to tour the campus and see classes in action. You will receive a tour of the School and learn about our values, learning philosophy, curriculum, governance structure, and our expectations of parents. You are also welcome to visit the School at any time throughout the year. Please call the School Office at (808) 885-0067 to schedule a visit.

***Classroom visits by student applicants are a required part of the application process.***

If school is not in session during the application process period, the school will schedule an individual assessment meeting for the applicant with the appropriate teacher and/or the Head of School. Students are not accepted for enrollment without an in-person meeting.

**Talk to Waimea Country School Parents**

Current Waimea Country School parents are often the best sources of information about our school and can provide insight and understanding that written material may not. You are encouraged to seek out our families and friends for more information.

You are also welcome to call or email Amy Salling, Head of School, (808) 885-0067, [asalling@waimeacountryschool.org](mailto:asalling@waimeacountryschool.org) with any specific questions about applying, enrolling, and learning at Waimea Country School.





### **The Application Packet**

Application for admission to Waimea Country School has four components; these documents provide information that aids in admissions and placement decisions:

**# 1-3 May be completed and submitted online.**

**1. The completed Student Application**

- a. Completed by parents/guardians
- b. Thoughtful, thorough responses are vital

**2. The completed Letter of Recommendation**

- a. Completed by non-family who knows the child well – coach, close family friend, caregiver, etc.
- b. Authentic description of child's character and special gifts

**3. The completed Teacher Comment Form**

- a. *Optional for Kindergarten applicants*
- b. Completed by the child's current or previous teacher
- c. Input about the child in a classroom context

**4. The signed Release of School Information Form**

- a. Optional for Kindergarten applicants
- b. Parents must sign
- c. Submitted to child's current or last school
- d. Allows child's school to release transcript & immunization records to WCS
- e. ***This form should NOT be submitted to WCS with the application; it needs to be sent directly to your child's current school.***



**Remit the \$40 application fee online or directly to the school office.**

***Admissions applications will not be considered until all required documents are received at the School Office.***

***Completed applications received by the submission deadline are given priority.***

**The Student Application, Letter of Recommendation, and Teacher Comment form may be submitted online.**

Online forms available here: [waimeacountryschool.org/applying](http://waimeacountryschool.org/applying)

**If using hardcopy, scan & email or mail to:**

Scan & Email to: **Admissions Committee**  
[office@waimeacountryschool.org](mailto:office@waimeacountryschool.org)  
**Waimea Country School**  
**PO Box 399**  
**Kamuela, HI 96743**  
Fax to: **808-885-9252**

*Note: Complete Health Records, including a physical exam, immunization records, tuberculosis evaluation, and birth certificate, are required for enrollment but are not included in the application, as health records are not considered when making admissions decisions.*