

## **EARLY ADMISSION CALENDAR**

### **OCTOBER 1 – FEBRUARY 1: Enrollment forms accepted for early admission**

1. Early Admission packet given to all four year olds that are interested in admission to the Twin Cities German Immersion School (TCGIS) and accepted at school. Parents may obtain this material by either attending a Kindergarten Open House or contacting the school and requesting a packet. This packet must be returned **NO LATER THAN FEBRUARY 1** for enrollment consideration.

### **FEBRUARY 15: Admission Lottery**

2. A lottery will be held to determine placement of eligible 5 year olds before reviewing the interested four year olds.

### **MARCH 1: Lottery Notification**

3. A letter will be sent out with notification of your child's placement in our lineup. If you are still interested in having your child attend as a four year old candidate, please return the acceptance form **NO LATER THAN APRIL 1** for further consideration.

### **MARCH 1 – MAY 1: Information Gathering**

4. TCGIS will send a form to the child's daycare/preschool provider. The daycare/preschool provider will be asked to fill out the TCGIS Readiness Evaluation Form. If the information on the form meets our criteria of superior performance in areas of: academic, social, fine/gross motor, language and cognition skills; then a formal observation will be scheduled by a TCGIS Kindergarten teacher.
5. During the months of March and April, qualifying 4 year olds will be observed by a Kindergarten teacher from the TCGIS either in their current preschool setting or they will be asked to come and visit one of the current Kindergarten classrooms. No observations will be made after May 1st.
6. A committee consisting of two teachers and the director will convene at this time to review the findings of all members. At this time a decision will be made to admit the child to our wait list or an observation/evaluation from the school psychologist will be conducted at a cost of \$200 to be paid by the parents/legal guardians. (Scholarships may be available for those parents/legal guardians who qualify based on federal standards for free and reduced price meal guidelines.)

### **MAY 1: Four Year Old Wait List**

7. A wait list will be created at this time for four year olds who have passed all evaluations and observations by recommendation of the TCGIS committee. Preference will be given to siblings of those that have birth days between the given dates and have successfully completed all given criteria. Subsequent preference will be given to children (four year olds) whose birthday is closest to September 1 but not beyond October 15 in a calendar year.

### **JULY 15: Admittance of Children from the Four Year Old Wait List**

8. If we are not at capacity for our class size by July 15th, we will begin admitting children from our four year old waitlist into kindergarten for the current and upcoming school year.