



Application Procedures Checklist

I Parent Information Evening

Purpose

To inform parents of the programmes and philosophy of Counterpoint Academy West™, and to offer a tour of the school.

What to expect

Information sessions may run from either before noon during the school week, or in the evening starting at 7:00 p.m. Each session is designed for adults only. The children will have the opportunity to visit the school at a later date. The Principal, Miss Caroline Kim, will provide information to the parents about the following:

- Philosophy & History of Counterpoint Academy West™
- Counterpoint Academy West™ curriculum & teaching methods
- Teachers & Teacher Specialists
- Expectations for behaviour
- Daily routines at school

Parents will be invited to tour the classrooms to see the materials used and the work being accomplished by the students at each grade level. We encourage and welcome questions.

What to bring

- Information package
- Personal agenda for setting up an appointment for a Classroom Visit

II Classroom Visit for Parents *(This tour is part of the daytime Information Sessions.)*

Purpose

To give parents an opportunity to view classes in progress.

What to Expect

Classroom visits are by appointment between 9:15 a.m. to 10:15 a.m. on a day that is convenient to parents. You will have an opportunity to visit all classrooms if you wish, and meet the teachers briefly while observing the students at work. A Counterpoint Academy West™ staff member accompanies parents through the school, and questions are always welcome.

What to Bring

- Information package
- Personal agenda for setting up an appointment for your child's visit and Assessment.

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III Application Procedure

Before your child comes for his/her Assessment please ensure that the following completed documentation is at the Counterpoint Academy West™ office.

- Completed Application for Admission (2-sided)
- Photocopy of child's birth certificate or passport
- Recent photo of child
- Photocopy of the child's two most recent report cards. (Grades 1 - 6)
- Confidential Letter of Recommendation completed by your child's current teacher (Grades 1 – 6)
- Photocopy of any other testing results you might have
- Application Fee of \$100.00 (non-refundable)

IV Student Visit & Assessment

Purpose

To meet prospective students in a relaxed atmosphere and determine the suitability of the Counterpoint Academy West™ programme for your child.

What to Expect

Assessments are by appointment. The Principal will visit with your child, and invite him/her to read with her then talk about what they have read. The Principal may also ask your child to complete small written assignments.

Following the assessment, your child will tour the school with another staff member while the assessment results are discussed with the parents.

V Upon Acceptance

Upon acceptance, please submit the following:

- Signed Tuition Fee & Payment Schedule
 - Non-Refundable first payment of \$1500.00
 - Pre-Authorized Debit Form with “void” cheque attached
- OR
- Post-dated cheques as per Tuition Fee & Payment Schedule

