



KINDERGARTEN APPLICATION PROCESS

Thank you for requesting an application for enrollment at The Potter's House. In order to determine the best placement for your child's academic success, we have established the following procedure for enrollment.

Kindergarten Application Process:

Submit completed application with copies of the required documents. Please note that students must be enrolled by their parent or legal guardian, and proof of guardianship will be required. Students must be 5 years of age by September 1 of the enrolling year.

Required documents:

- Your student's preschool progress report or kindergarten readiness assessment.
- A copy of your student's certified birth certificate or passport.
- All special education (I.E.P.) evaluations i.e. speech, ADD, ADHD, learning disabilities, and/or emotional impairment.
- Completed parent checklist (provided with the application).

If we are not able to enroll your student, we will keep your application on file on the waiting list for one year and contact you when an enrollment opportunity is available. Applications may be updated in the spring by submitting your student's most recent report card.

Thank you very much we want to make this experience the best possible for you and your child. Please feel free to call me at (616) 818-3700, if you have any questions.

Sincerely,

Elizabeth Lopez
The Potter's House Admissions

THE POTTER'S HOUSE ENROLLMENT APPLICATION

Date Submitted: _____ Main Phone: _____ Alternate Phone: _____

Student's **LEGAL** Name: _____ Nickname: _____

Birthdate: _____ / _____ / _____ Age: _____ Sex: _____ Grade Entering: _____
Month/Day/Year

Address: _____
(Street) (Apt#) (City) (State) (Zip)

Place of Birth: _____ Home's School District: _____

Date Entered the U. S.: _____ Number of Years in U.S. Schools: _____ Number of Years in Schools Outside the U.S.: _____

Last School Attended: _____ Year: _____

Special Education Support: Speech ADD/ADHD Learning Disabilities Emotional Impairment
(Must include a copy of the student's I.E.P. with the application)

Special Service Support: Bilingual/ESL Counseling Occupational Therapy

Ethnic Background: American Indian / Alaskan Hawaiian / Pacific Islander
 Asian Caucasian
 African American African Hispanic / Latino

Languages Spoken in the Home: 1. _____ 2. _____ 3. _____

With whom does student live as a permanent resident?

Both Parents Mother Only Father Only Mother & Stepfather Father & Stepmother Guardian

Custody Comments: _____

Mother's Name: _____ Email Address: _____

Cell Phone: _____ Business Phone: _____ Fax: _____

Father's Name: _____ Email Address: _____

Cell Phone: _____ Business Phone: _____ Fax: _____

Guardian's Name: _____ Email Address: _____

Cell Phone: _____ Business Phone: _____ Fax: _____

Other Children Living in the Home:

| | | |
|------------|------------------|--------------|
| Name _____ | Birth Date _____ | School _____ |
| Name _____ | Birth Date _____ | School _____ |
| Name _____ | Birth Date _____ | School _____ |

Name of Church: _____ Approximate Family Income: _____

I have read and signed The Potter's House Philosophy Statement Yes No

The Potter's House cannot provide transportation. Do you have transportation available? Yes No

Please answer the following questions on the reverse side of this form:

- 1) How did you find out about The Potter's House?
- 2) Why do you want your student to attend The Potter's House?

The Potter's House complies with applicable State law that prohibits discrimination against a student in the full utilization of or benefit from the school or the services, activities, or programs provided by the school because of race, color, national origin, or sex. The Potter's House is a 501(c)(3) nonprofit, nondiscriminatory organization. Our mission clearly states that we serve children of all ethnic heritages and income levels.



THE POTTER'S HOUSE PHILOSOPHY STATEMENT AGREEMENT

The Potter's House is an innovative Christian school in a multi-cultural urban setting. The school is non-denominational and evangelical in nature; our main purpose is to provide solid Christian education for a broad range of children who might not normally have the opportunity to attend a Christian school. In order to insure a broad social and cultural range within the student body, tuition is based on a percentage of the parental income rather than on a fixed rate.

The Potter's House offers Christ-centered education. Since God is the center of reality, the Bible will be taught as having significance in all areas of life. Christian discipleship and decision-making will be emphasized. The basics will be taught with sensitivity given to each child's learning rate and interests.

Through personalized education using a rich language experience for language arts, The Potter's House seeks to make education meaningful and exciting for all students. The needs and unique talents of each child will be underscored in the curriculum. Since present information is multiplying at fantastic rates, The Potter's House does not seek to pump isolated facts into students' minds. The goal is rather to produce children that know how to use information to think critically and make wise decisions. The Potter's House seeks to develop students that love to learn and will continue to learn on their own throughout their lives.

The Potter's House considers the first 4-6 weeks of school a probationary time for new students. During this time administration will monitor the student's progress (academic effort and social behavior) to confirm proper placement. If it is determined that a different placement is more suitable, the administration will advise parents and make the necessary adjustments. The Potter's House administration will determine final placement.

The Potter's House believes that education is most successful when the family environment is supportive of learning. For this reason, parental participation will be required at The Potter's House. Parents will be required to make a commitment of service to the school on a regular basis.

Signature of Parent/Guardian

Date



KINDERGARTEN QUESTIONNAIRE

General Information

_____ prefers to be called _____ at school.
Child's Name

Information given by: _____ Today's Date: _____
Name & Relationship of Person Completing the form

WITH WHOM DOES THE CHILD RESIDE?

- _____ Both parents
- _____ Mother only
- _____ Father only
- _____ Mother and Stepfather
- _____ Father and Stepmother
- _____ Relative
- _____ Guardian or Foster parent

POSITION OF CHILD IN FAMILY

- _____ Only child
- _____ Oldest of _____
- _____ Youngest of _____
- _____ Middle of _____

HAND PREFERENCE

Right _____ Left _____ Both _____

CHILD'S PRINTED SIGNATURE:

Life Experience

Is your child looking forward to school? _____

Is this the first school experience? _____ Has he/she attended pre-school? _____

What experiences has he/she had (zoo, museum, travels etc.)? _____

Does your child enjoy

- Games / Puzzles
- Looking at books
- Being read to
- Watch TV

How long a time period?

Has your child used

- Paper and Pencil
- Scissors
- Crayons

No

Some

Often

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Has your child used

- Paints
- Clay
- Paste
- Other

No

Some

Often

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

What questions do you have about your child starting kindergarten at this time?

Social and Self-Help

Is your child able to dress his/her self? _____ Tie his/her own shoes? _____

Put on a coat and hat? _____ Put on boots? _____

Take care of personal toilet needs? _____

Is your child comfortable leaving their Mother/Guardian? _____

How does your child get along with other children?

- Own age: _____
- Older: _____
- Younger: _____

Can your child amuse them self if there's no one to play with them? _____

Parental Insight / Concern

What do you find most pleasing about your child? _____

What do you find most difficult? _____

What is the best kind of discipline for your child? _____

What is the worst kind of discipline? _____

Has your child ever had any of the following:

_____ Head Injury _____ High Fever _____ Earaches

_____ Serious Injury (if yes, describe) _____

_____ Operations (if yes, describe) _____

_____ Serious Illness (if yes, describe) _____

Were there any unusual conditions before, during or after birth? (if yes, describe) _____

Do you suspect any hearing problems? _____

Do you suspect any speech problems (word pronunciation, stuttering, etc.)? _____

Is there a history of diabetes in the family? _____

Do you suspect any allergies? _____

Has your child ever been referred for special help (The Children's Clinic)? _____

Reason _____

Is there anything else regarding your child's health or development that you'd like to share?



The Potter's House Kindergarten Program

Thank you for your interest in The Potter's House Kindergarten Program. Our personalized approach to education allows us to address the needs of the whole child—spiritual, academic, physical, social, and emotional.

The development of fine motor skills is an important part of kindergarten. Children learn to function well in the classroom environment by participating in a wide variety of activities designed to help them make the adjustment to school and working in a group. This includes getting along with other children and cooperating with adults other than their parents. Kindergarteners learn to take turns and wait without interrupting. They also work to develop their listening skills.

The Potter's House is committed to helping each child reach his or her greatest potential. As a multi-cultural urban Christian school, we highly value the cultural background of each student. Our foundation is the Word of God, and each student is respected, loved, prayed for, and nurtured by the staff.

Kindergarten Curriculum

The Potter's House meets or exceeds all state curriculum requirements. We take great pride in creating an environment designed for learning.

Our reading and writing program is designed to develop the learner's understanding as they study key people, places, events, and vocabulary through:

- Listening
- Sharing ideas
- Conversation
- Writing
- Reading

Other skills taught include:

- Writing their names
- Writing from left to right
- Writing lowercase and uppercase letters from memory
- Telling stories that combine writing and illustration

Our In-Focus Math Program introduces concepts of elementary geometry, money, time, and value, and incorporates real objects for hands-on practice in:

- Counting
- Sorting
- Graphing
- Estimating
- Problem solving
- Measuring

Science, social studies, Bible, character building, geography, Spanish, physical education, computer skills, art, and music complete our balanced curriculum.

Weekly Schedule

The Potter's House offers a 3-day and 5-day kindergarten programs. The 3-day program meets on Monday, Wednesday, and Friday during the academic year. Parents may choose a program that works for their family at enrollment. School day times are:

Monday, Tuesday, Thursday, and Friday: 8:35-3:35 p.m.

Wednesday: 8:25-1:15 p.m.

Helping Your Child Succeed

Teachers work to maximize learning opportunities for each student. The teacher will work closely with you to determine any special needs your children may have in order for them to become successful in the classroom. We believe that it is important that students like coming to school and enjoy learning in a peaceful and loving environment.

As a parent, you will play the most significant role in the success of your children. Parental involvement in education is one of the greatest determinants of success. Parents who regularly read with their child greatly increase their child's chance of becoming a successful reader. It is suggested that children read with their parents at least fifteen minutes per day.

Our school celebrates diversity as God brings together international communities to form The Potter's House family.