



PRE-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.

Pre-Kindergarten Application Process:

Submit completed application with required documents. Students must be 3 years of age (3 year / PreK 2-day program) or 4 years of age (4 year / PreK 3-day program) by September 1 of the enrolling year, and they must be completely toilet trained to enroll. Please note that students must be enrolled by their parent or legal guardian, and proof of guardianship will be required.

Required documents:

- Copy of your child's birth certificate or passport
- The completed parent questionnaire (attached to 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 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



PREKINDERGARTEN QUESTIONNAIRE

General Information

_____ prefers to be called _____ at school.

Child's Legal Name

Information given by: _____ on _____.

Name & relationship of person completing the form

Today's Date

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 _____

Life Experience

Is your child looking forward to school? _____

Is this the first school experience? _____

Has he/she attended preschool? _____

Does your child enjoy:

Games / Puzzles

Looking at books

Being read to

Watch TV

How long a time period?

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

Social / Self-Help

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

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

Is your child completely toilet trained? _____

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? _____

How? _____ Does child prefer to play alone? _____

Parental Insight / Concerns

What do you find most pleasing about your child? _____

What do you find most difficult? _____

Has your child ever had any of the following:

- _____ Head Injury
- _____ High Fever
- _____ Ear Aches
- _____ Serious Injury (if yes, describe) _____
- _____ Operations (if yes, describe) _____
- _____ Serious Illness (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? _____

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