

The Admissions Process

HOW TO APPLY

The Quarry Lane School is known for academic excellence. Its faculty strives to provide every child with an educational program that establishes high achievement levels. It is designed to stimulate intellectual curiosity, creativity, and physical well being as well as to provide a strong sense of morals, ethics, and positive self-image.

The Quarry Lane School does not discriminate on the basis of religion, color, national or ethnic origin, gender or to all rights and privileges, programs, and activities available to students. It does not discriminate in the administration of educational policies, athletic programs, financial aid programs or any other school-administered program. The school retains the right to dismiss any student if the school, in its sole discretion, determines that the welfare of the child or the school requires such dismissal.

Application Procedures and Checklist— *Junior Kindergarten and Kindergarten*

SCHOOL TOUR—OPEN HOUSE

Date _____ and Time _____

APPLICATION FORMS, PARENT STATEMENT, AND APPLICATION FEE

Parents complete the Application and Parent Statement and return it with the non-refundable \$125.00 application and testing fee.

PARENT INTERVIEW—OPTIONAL

A parent interview with a school administrator may be arranged through the admissions office.

Date _____ and Time _____

SCHOOL RECORDS

If records and evaluations are available, please give the Transcript Release Form to the applicants **current** school. Please mail to the location of your choice.

RECOMMENDATIONS

Give the Teacher Recommendation forms to the applicant's current preschool or kindergarten teacher. Also, provide a stamped return envelope to assure the forms are mailed directly to The Office of Admissions, The Quarry Lane School. Recommendations are required as a part of the application process. Please mail to the location of your choice.

TESTING

Register to take the KIDS (Kindergarten Inventory of Developmental Skills) test with the Admissions Office. You should register for the KIDS test *at least* three weeks prior to your desired test date. This assessment is given one-on-one with a school administrator or teacher and applicant. This assessment will take approximately 45 minutes.

Date _____ and Time _____

***It is the parent's responsibility to supply all of the information required for the admissions process. No admissions decisions can be made without having received these documents.**

Enrollment Procedures

THE ADMISSIONS DECISION

- Admissions decisions are made by a committee of staff and faculty.
- Admissions decisions are mailed with enrollment contract and tuition information.
- Due to the advanced curriculum at Quarry Lane, the Admissions Committee may make recommendations for additional enrichment that would be mandatory for enrollment in the school.

PROCEDURES AFTER ACCEPTANCE

- Return the enrollment contract with the non-refundable \$1,500 tuition deposit and \$100 registration fee. The contract and deposit must be returned with in one week to reserve the open space for your child. Mid-year transfers must complete enrollment contract and return deposit before the first day of attendance.
- The admissions office will mail out a welcome packet for your family.

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Application Procedures and Checklist– Lower School (1-5th Grades)

SCHOOL TOUR—OPEN HOUSE

Date _____ and Time _____

APPLICATION FORMS, PARENT STATEMENT, AND APPLICATION FEE

Parents complete the Application and Parent Statement and return it with the non-refundable \$125.00 application and testing fee.

PARENT INTERVIEW– OPTIONAL

A parent interview with a school administrator may be arranged through the admissions office.

Date _____ and Time _____

SCHOOL RECORDS

Give the Transcript Release Form to the applicants **current** school. Copies of the previous two years report cards and standardized test scores need to be mailed directly to The Quarry Lane School. Please mail records to the Office of Admissions, 6363 Tassajara Rd., Dublin, CA 94568.

RECOMMENDATIONS

Give the Teacher Recommendation forms to the applicant's current and last years teacher. Also, provide a stamped return envelope to assure the forms are mailed directly to The Office of Admissions, The Quarry Lane School. Recommendations are required as a part of the application process. Please mail to the location of your choice.

TESTING

Applicants for grades 1 through 5 need to register to take the Quarry Lane Admission Entrance Test with the Admissions Office (you should register for the admission test *at least* three weeks prior to the test date you have chosen.) This assessment is with the a school administrator or teacher and applicant. This assessment will take approximately one to two hours depending on grade.

APPLICANT INTERVIEW

Applicant's will be required to shadow a Quarry Lane student, attending classes and lunch. This visit should occur on the same day as the Admissions Entrance Test. A school visit is from 8:30 a.m. to 1:00 p.m., please register for an interview early as shadow days are limited.

Date _____ and Time _____

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PROCEDURES AFTER ACCEPTANCE

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Application Procedures and Checklist– Middle and Upper School

APPLICATION FORMS, PARENT STATEMENT, APPLICANT STATEMENT AND ESSAY, AND APPLICATION FEE

- Parents** complete the Application and Parent Statement and return it with the non-refundable \$75.00 application fee. This application fee does not include the testing fee, this fee will be paid through ISEE.
- Applicants** complete the Applicant Statement and Essay, in your own handwriting, as neatly as possible.

PARENT INTERVIEW – OPTIONAL

- A parent interview with a school administrator must be arranged through the Admissions Office.

Date _____ and Time _____

SCHOOL RECORDS

- Give the Transcript Release Form to the applicants **current** school. Copies of the previous two years report cards and standardized test scores need to be mailed directly to The Quarry Lane School. Please mail records to the Office of Admissions, 6363 Tassajara Rd., Dublin, CA 94568.

RECOMMENDATIONS

- Give the Teacher Recommendation forms to the applicants current English and Math teacher, and Guidance Counselor or Principal. Also, provide a stamped return envelope to assure the forms are mailed directly to The Office of Admissions, The Quarry Lane School, 6363 Tassajara Rd., Dublin, CA 94568.

TESTING

- Register to take the ISEE (Independent School Entrance Examination) from the Educational Records Bureau. You should register for the ISEE *at least* three weeks prior to the test date you have chosen. Have the scores sent to The Office of Admission, The Quarry Lane School.

Date _____ and Time _____

APPLICANT INTERVIEW

- Applicants will be required to shadow a Quarry Lane student, attending classes and lunch. This visit will also incorporate an interview with a member of the Admissions Committee. Please register for an interview early as shadow days are limited.

Date _____ and Time _____

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