

KINDERGARTEN & ELEMENTARY (K5 - 5TH) ADMISSIONS PROCEDURES

ADMISSIONS PROCESS (STEP 1)

Please submit the following:

- New Student Application Online
(located at cfacademy.org/admissions)
- Birth Certificate (must be the original, we will make a copy free of charge)
- Elementary School Reference Form
(form located at cfacademy.org/documents)
- Transcripts of grades and standardized test scores for the last two years and current year-to-date grades
- Copy of all Psychological, Behavioral, and Speech Test Results (if applicable)

ENTRANCE EXAM (STEP 2)

After completing step one, our admissions department will contact you to schedule an individual entrance exam. All students entering **K5 through 5th grade are required to complete an entrance exam.** The exam usually takes between 45 - 60 minutes to complete.

- Student Entrance Exam Scheduled
- Non-Refundable Entrance Exam Fee (\$75.00)

FAMILY INTERVIEW (STEP 3)

You will be contacted by the main office to schedule your family interview. During this scheduled time (30 minutes), both parents and prospective children need to be present.

DECISION (STEP 4)

You will be contacted by the main office on a decision within one week after completing steps one through three of the admissions process.

ENROLLMENT (STEP 5)

Upon receiving an offer of admission, please submit the following within two weeks of acceptance:

- Non-Refundable Registration Fee
(\$350.00 per student paid via cash or check only, in the academy office)
- Non-Refundable School Improvement Fee
(\$300.00 per family paid via cash or check only, in the academy office)
- Enrollment Form
(must be turned in to the academy office with payment attached)
- Florida Certification of Immunization (Blue) - Form 680 (must be original)
- State of Florida School Entry Health Exam (Yellow) - Form DH3040 (must be original)
- VPK Certificate (K4 students only)
(application can be found at vpkhelp.org)
- Two Personal Reference Forms
(form located at cfacademy.org/documents)
- Family Portrait

Once enrolled, additional payments including tuition, etc. will be able to be paid online using your login credentials provided for your myCFA school account.

Parents of new students to CF Academy are encouraged to attend our New Parent Orientation and our Back-to-School Night at the start of the upcoming school year.



IMPORTANT INFORMATION

Please note CF Academy accepts the *Step Up for Students* and *Gardiner* scholarship. For more information, please visit cfacademy.org/scholarships.

All students must wear the adopted uniform dress ensemble provided by AA Uniform Company.
8807 SW 132 Street, Miami, Florida 33156, 305-254-0000
www.auniform.com

AA UNIFORMS WITH SCHOOL LOGO ARE THE ONLY APPROPRIATE DRESS FOR SCHOOL.
All bottoms worn by girls or boys MUST be uniform bottoms in khaki or navy, and may be purchased through AA Uniforms or any local retail store that sells school uniforms.