

# Crescent School

Home of Future Leaders

130 Front Street, Hempstead, NY 11550  
P (516)292-1787



## THE ADMISSIONS PROCESS

### "THE ROAD TO ADMISSION – STEP BY STEP"

#### STEP BY STEP:

#### POINT OF INQUIRY

↪ **FIRST...** we check our student class lists for vacancies in the desired grade level.

1. **If there is a vacancy** in the grade level, then we will **MAIL the Admissions Information Packet**.  
-----**The applicant will be scheduled for a pre-admissions appointment after he/she completes the packet.**  
-----**TOURS** will be scheduled **on ONE** scheduled **Wednesday per month – applicants and their families may register for a tour ONLY** after they receive and review the information packet.



#### 2. **PROSPECTIVE APPLICANTS – MUST MAIL COMPLETED ADMISSIONS FORMS TO:**

Crescent School  
Admissions Office  
130 Front Street  
Hempstead , NY 11550  
ATT: Director of Guidance & Counseling

#### MAILING CHECKLIST

**A- COMPLETE all the admissions application forms and**

**ATTACH a check/money order (payable to Crescent School) FOR the application processing fee of \$40.00.**

*This FEE will be DEDUCTED from the registration fee **IF** the child is admitted to the school.*

*The application form will not be reviewed until this processing fee is received.*

**B- SEND COPIES of the following documents along with the application:**

- previous 2 report cards and/or transcript
- birth certificate (*if the parent/guardian's name does not match the parent's name on the birth certificate, then the school is required by the state and law enforcement to ask for legal guardianship papers*)
- State Exam results
- parent/legal guardian's driver's license (for identification purposes only)
- comprehensive & updated immunization record
- proof of address (utility or cable television bill)

**The pre-interview screening cannot take place if any of these documents are missing.**

**Do NOT send original documents.**

**In the event that the child is not admitted to the school, then these mailed documents will be destroyed.**

**Thus, any future application must be filed "as new" .**

⇓ After the **Guidance Office** receives the admissions application forms in the mail, then the applicant will be **scheduled for a pre-interview** with the principal.

**What is the PRE-INTERVIEW?**

It is a conversation that takes place between school administration and the prospective applicant & his/her family.

**Prospective students must be accompanied by a parent or legal guardian DURING THE PRE-INTERVIEW.**

**The principal requires** a one-on-one conversation to assess if Crescent School is an ideal match for the child and vice versa. It is a friendly conversation discussing the rules, standards, fees and expectations of Crescent School.

**The guidance counselor will :**

- ✓ Check that all of the student's documents are in order
- ✓ Check that the child's academic achievement is meeting grade-level benchmarks
- ✓ In the event that the child has been assessed (by his/her current school) as **not** achieving at grade-level benchmarks, then Crescent School will call the child's guidance counselor to assess the situation in further detail.
- ✓ If the child is learning within a Special Education framework, then the parents are strongly advised to disclose this information as it will be found out anyway when the counselor calls the child's school. In this manner, the child can be served in the best way possible in reference to their academic and cognitive needs.

⇓ **After the principal approves the results of the pre-interview—**

**The** guidance counselor will schedule the admissions examination.



- **ON THE DAY OF THE ENTRANCE EXAM**

The child will be tested in the subjects of Math and English.

The child must be prepared to do work at his/her grade level.

Crescent School tests the child for mastery and/or competency of grade-level work.

The child must come prepared to sit for a 60minute exam.

Please bring 2 pencils and 2 pens.

- Parents will be informed of entrance exam results within 2 business days.



**If the child PASSES** the exam, we will mail the parent THE NEW PARENT PACKET



**The BURSAR** will call to schedule payment of fees **(Includes: balance of registration fees, yearbook/photo package, annual fundraising dinner fee of \$300, and the tuition fee for the month).**



**STUDENTS WILL ONLY BE ISSUED A FORMAL LETTER OF ACCEPTANCE WHEN FEES ARE SETTLED AND PAID.**

Each and every student is admitted to Crescent School on a probationary basis.

We, as a school, are committed to all of our students. Their success is our success. Their challenges are our challenges. We shall try our level best to encourage and support all our children. As such, we expect all our parents

## **I. The Admissions Process (DETAILS)**

***Prospective students must be accompanied by a parent or legal guardian when applying for admission.***

1. Admissions are strictly based upon passing of the entrance examinations in English and Mathematics.  
English and Mathematics levels are assessed, reviewed and scaled according to grade level.
2. A review of past academic and behavioral performance, and a guidance counselor interview.
3. Students are interviewed by the guidance counselor so that the school may assess character strengths and challenges, professional demeanor, prospective success as a student, and verbal aptitude.
4. In addition, students & parents are interviewed by the principal.
5. Students who fail the entrance examinations shall not be admitted to Crescent School.
6. Crescent School only permits students to take the entrance examination one time.
7. If a prospective student fails the admissions exam, then he/she is encouraged to try again next year for the next chronological grade level.
8. There is NO re-testing in reference to the entrance examination.

### **I. Admissions-related Guidelines**

1. Crescent School may refuse seats in the high school grades (grades 9 to 12) due to Regents Policy Requirements.
2. If a high school student has not accumulated credits equivalent to his/her age-corresponding grade level, and if the student has not passed required Regents exams, then the school reserves the right to deny admission based on the applicant's failure to meet grade level Regents and academic requirements.
3. Entrance examinations are offered in March of each year so that parents may make arrangements with the school district transportation authorities. The deadline for such transportation arrangements is April 1<sup>st</sup> of the given

school year. Transportation applications are NOT accepted by the respective school districts after April.

Admissions may be deemed "closed" depending upon the availability of seats for the specific grade for which the student applies.

### **III. Tuition Policy**

- ✓ Parents are expected to pay all fees at the point of admission.

(Includes: balance of registration fees, yearbook/photo package, annual fundraising dinner fee of \$300, and the tuition fee for the month).

- ✓ The registration fee is paid annually. There is also a \$40 application fee which is deducted from the registration fee IF the child is granted admission.
- ✓ Failure to pay tuition may result in student's release from the school's register.

### **IV. The following documents must be submitted when applying for admission:**

- previous 2 report cards and/or complete transcript
- results of State tests
- original birth certificate *(if the parent/guardian's name does not match the parent's name on the birth certificate, then the school is required by the state and law enforcement to ask for legal guardianship papers from family court)*
- social security card
- parent/legal guardian's driver's license (for identification purposes only)
- comprehensive immunization record
- proof of address (an electric bill or cable television bill)
- the application procedure cannot take place if any of these documents are missing
- if there is anything missing, then the secretary must re-schedule the appointment
- the main office will make copies of all relevant documents

### **V. Financial Aid**

#### **APPLICATION FOR FINANCIAL AID**

- ✓ Financial aid is dependent upon the school's yearly budget.

Families requesting tuition reduction must make an appointment to speak with the principal directly.

Financial aid requests are reviewed on a case-by-case basis and are dependent on the school's annual budget.

***Requests for Financial Aid based on" hardships" due to purchase of new home/business/property/vehicle will not be honored.***