

Admission Booklet

CHATHAM
DAY SCHOOL





ADMISSION PROCEDURE

Chatham Day School Application Procedures

We are delighted that you are interested in Chatham Day School for your family! The admission process is designed to demonstrate all of the educational and social advantages our school has to offer. We invite you to experience the magic of our amazing community for yourself.

Campus Tours

Admission tours are given every Tuesday and Thursday morning at 9:30 a.m. throughout the year and individual tours can also be arranged. Please schedule an appointment that best meets your needs by calling the Office of Admission at 973-410-0400 extension 15. Once you have decided to apply, please complete the following steps:

Application, Middle School student questionnaire, current photo, and application fee

The Application Form should be completed and mailed to Chatham Day School. Applications received by our January 31st deadline will be given first consideration. Applications received after the January 31st deadline will be considered on a rolling basis, as openings are anticipated. Students may be enrolled mid-year when spaces are available.

Middle School applicants for grades five through eight should complete the Student Questionnaire and mail it along with the parents' portion of the application.

A current photo should accompany the application.

Please enclose a nonrefundable application fee of \$75, checks should be made payable to Chatham Day School.

Recommendation Forms and Transcripts

For students applying for prekindergarten through grade six, we request a recommendation form completed by the applicant's current teacher. To ensure confidentiality, the form is to be sent directly to Chatham Day School by the teacher.

For students applying for grades one through eight, please sign the enclosed Transcript Release, and give it to your child's current school office.

Financial Aid/Tuition Assistance

Socioeconomic diversity is a priority of Chatham Day School. All financial aid awards are based on demonstrated financial need, and families are encouraged to apply for assistance. Limited funds are available, and are allotted to returning families and new families applying by the January 31st deadline. Families seeking admission later in the school year should contact the Office of Admission to inquire if additional funds are available. For an application and details regarding our tuition assistance, please contact the Office of Admission at 973-410-0400 ext. 15. All information regarding financial aid inquiries and awards is held in strict confidence.

Mailing Address

All correspondence should be sent to:

**Chatham Day School
Attn: Office of Admission
700 Shunpike Road
Chatham, NJ 07928**

Procedures continue on inside back cover.



APPLICATION FOR ADMISSION

Applicant: Last _____ First _____ Nickname _____

Age _____ Date of Birth _____ Gender _____ Applying for Grade _____ Year of Entrance _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Family e-mail _____

Parent/Guardian (Mr. Mrs. Ms. Dr.) Last _____ First _____ Middle _____

Street Address (if different) _____

City _____ State _____ Zip Code _____

Telephone Number _____ Office Number _____ Cell Number _____

Occupation/Position _____ Type of Business _____

Name of Business _____ Address _____

Parent/Guardian (Mr. Mrs. Ms. Dr.) Last _____ First _____ Middle _____

Street Address (if different) _____

City _____ State _____ Zip Code _____

Telephone Number _____ Office Number _____ Cell Number _____

Occupation/Position _____ Type of Business _____

Name of Business _____ Address _____

Marital Status: Single Married Separated Divorced

Will you be applying for financial assistance? Yes _____ No _____

How did you hear about our school? _____

Applicant's Current School _____ School Phone _____

Address _____ Name of Current Teacher _____

Applicant's Previous Schools Attended

School(s)	Address	Grades	Dates
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Name of Sibling	Date of Birth	School Attending
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RECOMMENDATION FORM

Name of Student: _____

Applying for Grade: _____

To the Parent/Guardian: Please forward this form to your child's current teacher and complete the Transcript Release page to be given to your child's school office.

To Current Teacher: This report will be held in strictest confidence and no details will be shared with the family nor will this information become part of the student's permanent file. To ensure confidentiality, please complete and mail this form directly to:

Chatham Day School
700 Shunpike Road
Chatham, New Jersey 07928

WORK HABITS	Area of Strength	Grade Level Appropriate	Needs Development	Comment:
Attentive to discussions				
Asks good questions				
Focuses on task				
Is able to work independently				
Completes assigned tasks				
Shows interest				
Demonstrates creativity				

SOCIAL/EMOTIONAL	Area of Strength	Grade Level Appropriate	Needs Development	Comment:
Follows directions				
Has a cooperative attitude				
Is able to share				
Show self-esteem				
Accepts responsibility				
Accepts limits and criticism				
Is able to transition easily				
Seeks/accepts help				
Helps others				

Areas of Strength (check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Reading | <input type="checkbox"/> Written expression | <input type="checkbox"/> Verbal expression |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Science | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Physical activities/sports | <input type="checkbox"/> Artistic expression | <input type="checkbox"/> Musical expression |
| <input type="checkbox"/> Handwriting | <input type="checkbox"/> Interpersonal skills | <input type="checkbox"/> Organizational skills |



RECOMMENDATION FORM

What are this student's academic strengths and weaknesses? _____

What are this student's social strengths and weaknesses both in and out of the classroom? _____

What traits would most distinguish this student from his/her peers? _____

Does the applicant demonstrate respect for adults? For peers? _____

Has this student been referred for educational testing? _____

Describe what role the parents take in this students education. _____

Is this student often tardy or absent? _____

Additional comments? _____

Name of School: _____

Name of Teacher: _____ Date: _____

How long have you known the student? _____

Signature of Teacher: _____

Telephone: _____ E-mail: _____



STUDENT QUESTIONNAIRE

(To be completed by students applying for grades 5 to 8)

Name of Student _____

Nickname _____ Applying for Grade _____

We are so glad that you have decided to apply to Chatham Day School. Your responses to the following questions will help us get to know you better. The Middle School faculty and students look forward to meeting you soon.

1. What do you consider to be your greatest strength(s)? _____

2. What activities do you enjoy outside of school? _____

3. What is your favorite subject in school and why? _____

4. List two books that you have enjoyed reading this year. _____

5. Tell us someone who you admire and why. _____



TRANSCRIPT RELEASE

Name of School _____

Principal _____

School Address _____

Current Teacher _____

Name of Child _____ Grade _____

Please send copies of the academic grade transcripts and results of any standardized testing and/or child study team reports that you have in my child's records to:

Chatham Day School
700 Shunpike Road
Chatham, New Jersey 07928

Phone: 973-410-0400
Fax: 973-410-0401
www.chathamdayschool.org

Signature of Parent or Guardian

Date



ADMISSION PROCEDURE

Visitations

Upon receipt of the application, you will be contacted by the Office of Admission to schedule a classroom visitation for your child. Visitations begin in December for students applying for enrollment the following September. Preschool and prekindergarten applicants are screened either individually or in small playgroups. Kindergarten applicants visit for a half-day and visitations for students entering grades one through eight are for a full-day. Applicants are welcomed and invited to participate in our classes and will be observed in the group, as well as on an individual basis.

Admission Policy:

Chatham Day School seeks to enroll students who will be active participants in all aspects of our program. We strive to create classrooms with students who work cooperatively and offer a balance of skills to the class. In applying to Chatham Day School, parents should understand that not all candidates can be accepted and the decision of the Admissions Review Committee is final. We will begin accepting students for our September classes on or before March 1st.

Nondiscrimination Policy:

Chatham Day School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Chatham Day School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, financial aid programs, and other school-administered programs.

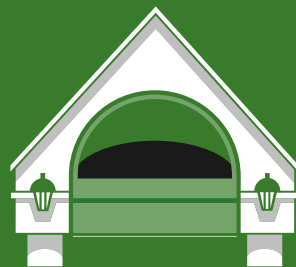
Admission Check List for applicants:

- _____ Mail the following to the Chatham Day School
 - Completed application
 - Middle school student questionnaire (Grades 5 – 8)
 - Applicant's photo
 - Application fee

- _____ Request and complete financial aid application

- _____ Give the following forms to your child's current school
 - Recommendation Form
 - Transcript Release

- _____ Schedule student visitation



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