



# The Susan and Dom Telesco Center for Creative Education

## The Foundations School

*“Preparing students for future academic opportunities and becoming compassionate, creative, problem solvers and leaders in their community and beyond.”*

### **ADMISSION POLICY**

The Foundations School (TFS) believes that all children deserve a joyful, high-quality, effective education rich with opportunity to learn. Yet many children live under circumstances that preclude them from attending a school where they are sufficiently supported in becoming their best self and actualizing their fullest potential. These restrictive and limiting circumstances vary in nature and degree. Yet the child exhibits potential to grow academically and socially with appropriate readiness for a classroom environment.

Florida law states that it is the responsibility of parents to educate their children, and we seek to assist those families who accept their responsibility by providing an equitable, high-quality independent education complete with opportunities, experiences, and resources which elevate the child and unburden the family.

These are the families with which TFS seeks to partner.

#### **I. Mission-Appropriate Student/Family Profile**

1. TFS seeks students who:
  - a. May not yet be academically behind but are at risk because they attend a poorly performing or high-pressure school environment—where testing emphasis, limited enrichment, or lack of differentiated instruction keeps them from reaching their full potential.
  - b. Are currently performing below grade level due to chronic instruction or learning gaps at their previous school.
  - c. Are in a classroom or school culture that stifles curiosity, joy, or creative growth.
  - d. Have a learning style, interests, academic or social-emotional needs that are not being met.

- e. Exhibit academic potential and developmentally appropriate/school-ready behavior.
  - f. Are curious, eager to learn, and willing to contribute to a positive, creative learning environment.
2. TFS seeks families which:
- a. May qualify for free or reduced-price lunch, or may lack the financial means to afford supplemental tutoring, enrichment, or reliable support.
  - b. May require assistance with transportation, after-school care, mental-health counseling, or basic necessities—because stable home and community environments are critical to academic success.
  - c. Reinforce learning at home by ensuring homework completion and follow through on teacher recommendations.
  - d. Demonstrate their commitment to regular attendance.
  - e. Demonstrate motivation and a commitment to partnering with TFS in supporting their child's growth and success.
  - f. Attend Student-Led Conferences, Family Art Day, and other family events held throughout the year.
  - g. Communicate openly, frequently, and quickly—raising questions or concerns promptly and partnering respectfully with faculty and staff.
  - h. Are open to coaching, feedback, and the collaborative problem-solving necessary for the success of everyone.

## **II. Admission Guidelines**

1. TFS does not discriminate based on race, ethnicity, national origin, gender, disability, sexual orientation, or religion in administration of its admissions policies, financial assistance, scholarships, food service, or other school-administered programs.
2. The Admission Committee will recommend to admit, dismiss, deny, or waitlist any student at their discretion at any time within the constraints of this policy. However, the final decision will be made by the Head of School. The Admission Committee will evaluate and decide for all applicants. The committee must contain at least the Head of School, the Admission Coordinator, and the Clinical Social Worker.
3. The Admission Coordinator is the staff member primarily responsible for liaising with families, answering and fielding their questions, securing documents from other schools, and generally ensuring all application requirements are met.
4. TFS is committed to supporting any academic and behavioral needs of the student within the scope and resources available at our school.
5. TFS will not enroll more than 15 students in any single classroom.

6. TFS will generally not enroll any student after winter break has started. Families who do not have a current Step Up for Student Scholarship will not be admitted after the annual SUFS deadline.
7. Any documents pertaining to the applicant's school performance (i.e., academic diagnostics, attendance, reports cards, behavior reports, etc.) should come directly from the previous school through a Records Request form from the Admission Coordinator.

### **III. Priority Admission**

TFS has established the following as priority admission:

1. Currently enrolled students who are meeting the academic and behavioral standards and expectations of the school.
2. Currently enrolled students whose parents demonstrate commitment by meeting expectations, requirements, and obligations.
3. The child of a current employee of The Center for Creative Education, The Foundations School, Blue Planet Global Education, or DePorres P.L.A.C.E. Adult Literacy Center. (Tuition is not free for these families and the same admission and financial aid requirements apply.)
4. Siblings of currently enrolled students, provided they meet the admission requirements and guidelines for acceptance.
5. A student residing in Palm Beach County whose zip code is 33401, 33404, 33407, or 33409, although families from other zip codes are welcomed and encouraged to apply. These zip codes have been established as focus areas by TFS and are based on the results of the Children's Services Council Zip Code Assessment Report. It is the goal of TFS that 75% of currently enrolled students reside in these targeted zip codes.
6. Students seeking enrollment in K-2nd grade. TFS may make an exception for applicants entering 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> grade but the considerations for admission are higher for these exceptions. (Percentile rankings for applicants are described in Other Factors Considered in Admission Decision below.)

### **IV. General Admission Requirements**

Florida law (Section 1003.21(1)(a)2, Florida Statutes) specifies that children who have attained the age of five years on or before September 1 of the school year are eligible for admission to public kindergarten during that school year.

The provisions of Florida law related to kindergarten admission and student progression dictate that first grade enrollment be limited to (1) students who turn six years old on or before September 1 who have successfully completed kindergarten; and (2) out-of-state students who turn six years old after September 1 who meet the age requirement for

public kindergarten admission from the transferring state, and who have successfully completed kindergarten.

Applicants must verify the above requirement by providing a birth certificate which must be maintained in the SIS for audit purposes.

Applicants must provide a School Entry Health Exam via Form DH-3040. This form has two parts, one completed by a physician and another part completed and signed by a parent. Both parts are required and must be maintained in the SIS for audit purposes.

Applicants must provide a Florida Certification of Immunization via Form DH-680. If the form indicates that a private health care provider has granted a Temporary Medical Exemption, it may not have exceeded the expiration date. TFS will accept a Permanent Medical Exemption if it is documented as such on the form DH-680. Where a family objects to immunizations as it conflicts with their religious tenets and practices, a Religious Exemption From Immunization Form DH-681 must be submitted. Either the DH-680 or the DH-681 must be maintained in the SIS for audit purposes.

A parentally-placed private school student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA).

The family must sign the Enrollment and Financial Agreement indicating they agree to abide by the Terms & Conditions of the agreement.

The family must pay the non-refundable \$50 registration fee. Although this is non-refundable, TFS will apply these funds to the student account after the supplicant is enrolled for any money owed TFS for any services.

## **V. Application Process**

1. *Get to Know Us* - Families should take time to review our website and policies. Additionally, they should schedule a tour with the Admission Coordinator. Families may also attend Open Houses or Kindergarten Roundups throughout the Fall.
2. *Apply for SUFS Scholarship* - Families should establish their account with Step Up for Students and apply for scholarships.
3. *Submit State Required Documents* – Families must gather and submit Birth Certificate, School Entry Health Form (DH 3040), Florida Certification of Immunization (DH 680) and IRS Form 1040.
4. *Apply Online* – Complete the online Application/Enrollment & Financial Agreement uploading all documents and then paying the \$50 registration fee.

5. *Submit TFS Required Documents* – report cards, attendance records, behavior/discipline records, and academic diagnostic results. All applicants will need a Confidential Student Evaluation Form completed by the current or previous teacher.
6. *Attend a Parent/Family Interview*. Parents and children attend an interview with no fewer than two members of TFS faculty or staff. This is an opportunity to not only interview the parents for actual information but observe the child's behavior, the interaction between parent and child, and the general parent/child dynamics.
7. *Attend an Assessment Day*. Assessment Day consists of learning and play opportunities where faculty observe and rate the students as Exceptional, Solid, Developing, or Extensive Need using the Kindergarten Readiness Observation Tool in the following domains: Social & Emotional Development, Classroom Readiness Behaviors, Emergent Literacy/Language, Mathematics & Science, Physical Development, and Play Skills. If the school year has begun, students must attend a Shadow Day.
8. *TFS makes a determination* – TFS will accept, deny, or waitlist. Parents will be notified through the SIS.

## **VI. Other Factors Considered in Admission Decision**

It is the intent of TFS to review applicants through the widest lens possible. Many factors are considered in determining enrollment. Some of which are:

- The student seeking to enroll in kindergarten attended and completed preschool or VPK.
- Academic potential as evidenced by their academic diagnostic scores performed at TFS or from their previous school. K-1<sup>st</sup> grade applicants should score at or above the 10<sup>th</sup> percentile in ELA or Math and 2<sup>nd</sup>-3<sup>rd</sup> grade applicants should score at or above the 20<sup>th</sup> percentile in ELA or Math. If the decision is made to enroll a 4<sup>th</sup>- 5<sup>th</sup> grade student, they should score at or above the 30<sup>th</sup> percentile in ELA or Math. Exceptions may be considered where strong growth potential is evident.
- School readiness behavior would be observable during Family Interview, Assessment Days, Shadow days, and described within the Confidential Student Evaluation by the previous teacher. The Kindergarten Readiness Observation Tool will also be used to assess readiness.
- Parental motivation would be evidenced in the admission workflow timeline in the SIS especially as it relates to timeliness. Family/Parent Interviews and Assessment Days are additional opportunities to gauge parental involvement. The Admission Coordinator will also have insight as to parental motivation.

## **VII. Admission Determinations**

Once a determination has been made by the Admission Committee, parents will be notified through the SIS if the determination is "Approved" or "Not Approved". Students

who are waitlisted will be notified by the Admissions Coordinator per the Head of School by email.

Families who were Approved will then be provided with pertinent school information and next steps especially as it relates to their Orientation Session.

Families who were waitlisted will still show a status of “Pending” in the SIS. Once a space is available, TFS will offer it to the family with the earliest date/time stamp in the SIS. The family will have 5 days to accept the slot, or their status will be changed to “not approved” and the next family will be offered the slot.

Families who are “Not Approved” initially may appeal the decision in writing to the Head of School within 5 days.

The Head of School reserves the right to audition a student for any length of time however, this must be done in writing and explicitly describe expectations and timelines. This is considered a provisional enrollment and is an exception which may only be made by the Head of School.

## **VIII. Financial Aid**

All families qualify and must apply for a scholarship through [Step Up for Students](#) (SUFS). Families must provide the “Award ID Number” for us to apply these scholarship funds to your tuition. Please note that TFS has no say in the SUFS determination process.

TFS requires all families to contribute to the cost of their tuition based on a sliding scale or indexed tuition chart. This “Required Minimum Family Contribution” payment varies per family and is based on the number of dependents in the household and the adjusted gross income. This information is verified through the IRS Form 1040. Contact the Chief Financial Officer at [jefferyn@cceflorida.org](mailto:jefferyn@cceflorida.org) for questions and payment arrangements.

Employees of TFS, Blue Planet, and DePorres Place are eligible for a per-child discount of 25%, which is applied to the Required Minimum Contribution. Siblings of any enrolled student will receive a discount of 25%. (Discount does not apply to the initially enrolled student.) Should the amount due for siblings be of differing amounts, the discount(s) will be applied to those with the lower amount.

Any balance due after the Step for Students Scholarship and the Required Minimum Family Contribution are applied, will be covered by a scholarship from CCE. Families are automatically enrolled in this scholarship program when they complete and submit the Enrollment & Financial Agreement online. There is no separate application for this scholarship.

If at any time a family or student is deemed ineligible to continue receiving the CCE scholarship due to violations of the family/student requirements the student will be dismissed from the school. In the event of dismissal from the TFS, no portion of the year's Family Contribution or fees so paid or outstanding will be refunded or cancelled.

All families must pay a non-refundable registration fee of \$50. Although this fee is non-refundable, TFS will apply this payment/credit to the Required Minimum Family Contribution mentioned above.

Lunch is included in the tuition. Families are welcomed to provide their own lunch; however, no credit will be given to families who do so.

*TFS does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.*

*TFS is an equal opportunity employer. We will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*