



CAP CANA HERITAGE SCHOOL

NEW STUDENT ADMISSION PACKET

Thank you for your interest in choosing our school to partner with you in the education of your child. We hope that we meet your expectations and that you choose us as your educational provider. Please read carefully the following information regarding our admissions process at CCHS.

Cap Cana Heritage School admits students on the following criteria established by the Board of Directors:

Minimum Requirements to Apply for Admission:

- Possess a satisfactory academic and disciplinary record from previous school.
- Pass the admission exam.
- Comply with the required entrance age for the grade level (Nido-1st grade).
- Demonstrate a command of the English language (grades 6th – 12th).
- Comply with credit requirements (high school students).

New Student Evaluation:

Families of new students must contact the school Admissions Office to request information regarding the admissions process. **All students from Nursery-12th grade are required to complete an admissions exam.** Students will complete a series of academic evaluations, as well as be observed in a real class setting as part of the admissions exam. Exams typically begin at 8:00am and end before the lunch hour. If parents wish to begin the application process by requesting an evaluation, they must:

1. Complete the **Application for Admission**
2. Deposit the requested documents
3. Pay US\$60.00 non-refundable Evaluation Fee to School Cashier

Documents required for evaluation:

- Complete Admission Application (attached)
- Copy of the Birth Certificate
- Copy of the student's passport (if foreign)
- Copy of the passport or identity card of the parents
- Copy of previous signed and sealed notes.
- Record of standardized tests taught by the school, such as: MAP, PSAT, SAT. Only if applicable.
- Recommendation form completed and stamped by the school of origin (Kindergarten)

Once these steps have been completed and received at the school, a school Admissions Officer will contact the family with the date and time of the evaluation. **It is not possible for the documents to be submitted and the student evaluated in the same day.** Exceptions are only made for new students applying for admissions who are living internationally. The school conducts a Parent Interview as part of our process, which will take place the same day as the

student's evaluation. At least one parent must be present for the interview.

Next Steps after the Evaluation:

- 1 Parents must submit **ALL** of the required documents for admission, listed on the provided checklist. After receiving **ALL** of the required documents, the school will make an admissions decision within **one week** and notify parents of their child's admission status. **Please note: the school will not give any admissions decisions until ALL documents are turned in and fully complete.**
- 2 If a student is accepted, parents have two weeks to choose a payment plan and make the first payment of the installment. **A student is not fully admitted until the first payment is received and/or verified and the payment agreement form is signed by the parent/guardian.**

Admission Decisions:

Admission decisions will be made by a committee of school representatives including teachers, student support personnel, area principal(s) and school director. Students may be granted one of two admission statuses:

- 1 **Full admittance:** The student is accepted without any conditions.
- 2 **Conditional admittance:** The student is accepted with specific conditions.

If a student is granted conditional admittance, the school will provide a written communication to the parents/guardians outlining the specific conditions that have been established. The conditions must be met by the date(s) established by the school and parents/guardians must provide any requested documentation in order to verify completion of the conditions. The admissions committee will evaluate all documentation and will change the status of the student once all conditions have been satisfactorily met. Parents/guardians that do not comply with the conditions stipulated by the school may be at risk for the child not be readmitted the following school year.

Parents can receive specific information regarding school policies or procedures and purchase school uniforms once the registration process has been fully completed. Students may begin attending school after two working days once registered.

Admission Priority:

Students who are soliciting admission will be admitted based on a number of factors, including availability in classes and service provided. All students must comply with all admission requirements of the school, including taking the admissions exam, completing all documents and completing all validation of documents required by the Ministry of Education.

Wait List:

CCHS will use wait lists once the capacity for a class has been reached. If space becomes available in a class before the enrollment date deadline, the school will notify the family of the opening. The family will have 2 working days to make the corresponding payment for their child to secure their placement in the class. If the payment is not made, or the family does not want to use the space, the next family on the list will be contacted. Families that are on a wait list that choose not to attend when contacted by the school will be removed from the list and contacted when enrollment begins for the following year.

Class Enrollment:

Kindergarten	Class size limited to 20 students with full time teacher assistant. *	
1st-5th Grades	Class size limited to 25 students. *	
6th-12th Grades	Class size limited to 25 students. *	
Grade Level	Corresponding Age	Dismissal Time
Nido	1 year & walking	1:00pm
Maternal	2 years	1:00pm
Nursery	3 years	1:00pm
Pre-Kindergarten	4 years	1:00pm
Kindergarten	5 years	3:00pm
1st	6 years	3:00pm
2nd & 3rd	7 years	3:00pm
4th to 12th	8 years	3:00pm
<input type="checkbox"/> Space is guaranteed to the first 25 students that fully register and make corresponding payment. <input type="checkbox"/> Once the 25 student limit has been reached, all remaining students will be moved to a wait list.		
<input type="checkbox"/> At least 5 students must be confirmed on the wait list for the school to consider adding another section. <input type="checkbox"/> Another section may be added once the minimum number of wait listed students make the required payment.		
Nido, Maternal, Nursery, PreK, K, 1,	Admission Deadline for Academic Year By end of 2 nd Trimester	Language/Academic Requirement May be admitted with no English or Spanish fluency.
2, 3, 4, 5	Last day of January	May be admitted with little English or Spanish fluency; admission based on availability of student support.
6, 7, 8	Last day of January *By 2 nd week of January	May be admitted with little English or Spanish fluency; admission based on availability of student support.
9, 10, 11, 12	By 2 nd week of January	Must have an appropriate academic level of English for respective grade level. *11 th & 12 th graders will not be admitted if they cannot comply with credit requirement for graduation.

Age Requirements:

Cap Cana Heritage School has specific age requirements for students from NIDO through 1st grade, regardless of previous school experience. CCHS requires that the child has reached the minimum age requirement by August 31st of the academic year. Students whose birthdays fall in the month of September will be tested for maturity and ability, and may be accepted on a conditional basis. The school reserves the right to make any decisions regarding student's placement.

The following is a list of the age requirements and dismissal times per grade levels:

Kindergarten	Class size limited to 20 students with full time teacher assistant. *
1st-5th Grades	Class size limited to 25 students. *
6th-12th Grades	Class size limited to 25 students. *

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Maternal	2 years	1:00pm
Nursery	3 years	1:00pm
Pre-Kindergarten	4 years	1:00pm
Kindergarten	5 years	3:00pm
1st	6 years	3:00pm
Admission Deadline Seeking Enrollment in Current Academic Year:		3:00pm

For students that did not enter school at the beginning of the academic year, she must abide by the enrollment deadline outlined for each grade level in the chart below. **CCHS will not admit any Academic Requirement registration has begun for the next academic year.** Students that apply and take the admission exam once they register in the next academic year.

Grade Level	Admission Deadline for Academic Year	Language/Academic Requirement
Nido, Maternal, Nursery, PreK, K, 1, 2	By end of 2 nd Trimester	May be admitted with no English or Spanish fluency.
3, 4, 5	Last day of January	May be admitted with little English or Spanish fluency; admission based on availability of student support.
6, 7, *8	Last day of January * By 2 nd week of January	May be admitted with little English or Spanish fluency; admission based on availability of student support.
9, 10, 11, 12	By 2 nd week of January	Must have an appropriate academic level of English for respective grade level. *11 th & 12 th graders will not be admitted if they cannot comply with credit requirement for graduation.

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Kindergarten	5 years	3:00pm
1st	6 years	3:00pm
2 nd & 3 rd		3:00pm
4 th to 12 th		3:00pm

Grade Level	Admission Deadline for Academic Year	Language/Academic Requirement
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Payment Options:
Nursery, PreK, K, 1,
⇒ Choose the payment option of your convenience and make designated payments according to schedule.

3, 4, 5
⇒ Please note that all amounts are presented in US Dollars. Any payments you wish to make in Dominican Pesos will be calculated at the official exchange rate of the day.

6, 7, *8
Last day of January * By 2nd week of January
⇒ The school will accept payments made in cash, with any major credit card or with certified checks paid to Educación Integral.

9, 10, 11, 12
By 2nd week of January
⇒ The school will accept payments made in cash, with any major credit card or with certified checks paid to Educación Integral.

COMPROBANTE FISCAL: If a family requires *comprobante* fiscal receipt, they will need to inform the cashier before making the payment. Fiscal receipts will not be given after the payment has been made.

Reimbursement:

- ⇒ In the event a family should have to withdraw their child (ren) from Cap Cana Heritage School, they must inform the school **in writing**, detailing the reason for withdrawing their child (ren).
- ⇒ Our reimbursement policy is the following:
 - Before June 30th 60% of the tuition fee is reimbursed
 - Before July 31st 50% of the tuition fee is reimbursed
 - Beginning August 1st reimbursements will not be given.
- ⇒ The Family Fee, Registration fee and Parent-Teacher Association fees are non-refundable.

NEW STUDENT APPLICATION FOR THE ADMISSION PROCESS

PRINT AND BRING THIS FORM WITH YOU IN ADDITION TO THE ADMISSION DOCUMENTS

STUDENT NAME: _____ DEGREE THAT APPLIES: _____

Complete ✓	Steps to complete	Date:
New Student Evaluation Process:		
	Complete the Application for Admission	
	Deposit the requested documents	
	Pay US\$60.00 non-refundable Evaluation Fee to School Cashier	
	Complete the Application for Admission	
Documents required for evaluation:		
	Complete Admission Application (attached)	
	Copy of the Birth Certificate	
	Copy of the student's passport (if foreign)	
	Copy of the passport or identity card of the parents	
	Copy of previous signed and sealed notes.	
	Record of standardized tests taught by the school, such as: MAP, PSAT, SAT. Only if applicable.	
	Recommendation form completed and stamped by the school of origin (Kindergarten)	

The documents on this sheet must be submitted and completed before an admission decision is made. If the parents wish to send any of the documents by e-mail, send them to admissions@cchs.edu.do or p.mota@cchs.edu.do and attach the necessary documents. Make sure your child's name is written in the subject line of the email.

We look forward to the possibility of you and your children joining the CCHS family! If you have any questions, do not hesitate to contact us at 809.695-5519

Regards,

Admissions team CCHS