

## University Primary School Application Policies & Procedures

Underlying University Primary School practices is the understanding that all children have strengths and talents from which they express themselves. Our curriculum is focused on using best practices to nurture these strengths and talents and the diverse abilities of students. At Uni Primary we continue to build upon best practices from the fields of gifted education, special education, early childhood, and elementary education. We strive to differentiate learning for each of our amazing students, including those students with and without disabilities. University Primary School infuses instructional strategies from these fields into an exemplary program, to provide opportunities for students to develop and to display their talents. It is a program where emphasis is placed on "optimizing learning" (Clark, 1986), and engaging children's minds (Katz & Chard, 1994). At University Primary School, the goal is to maximize each child's full developmental potential.

To assess your child's strengths, please give details to complete an Individual Portfolio Profile for admission consideration. When considering applicants, we first strive to make a philosophical match between that of the interested family and our program. Then we balance the class composition by age and gender. We also strive to reflect our diverse world in terms of culture, ability, socio-economic status, race, religion, family formation, etc.

**The application process will be complete when all of the items below have been returned:**

- Enrollment Application**
- Parent Questionnaire**
- Site Visit Questionnaire**
- Three Independent Work/Play Samples from child**
- Paid non-refundable application fee (or waiver form)**
- Application Fee Waiver/Tuition Form (optional)**

Parent/Guardian input includes:

1. Site Visit Questionnaire
2. Parent Questionnaire

Child input includes three independent/play samples of the following:

1. An 8 1/2 X 11 Drawing by the child of their family - May use any materials: paint, markers, crayons, pencil, etc. Optional PreK-1st: Your child may narrate and you or your child write down their thoughts regarding the drawing of your family. You or your child may "label" the drawing in order to more fully express the creation. Required 2-5<sup>th</sup>: Compose a short story to accompany your drawing; may be hand written or typed.

2. Photograph of construction/something "made" done independently - May be out of blocks, Legos, clay, toys, boxes, etc. May be arrangements of toys, fashion, animals, cooking, etc. What does your child "build" from their imagination?

3. Other: Parent and/or child's choice (i.e., sample of another drawing, transcript or recording of a conversation, story telling, photo of your child doing something they love, etc.)

Placement decisions will be made by a Placement Committee comprised of University Primary School teachers and the Director. Families will be informed regarding placement decisions in mid April.

**UNIVERSITY PRIMARY SCHOOL ENROLLMENT APPLICATION**  
**For Academic Year \_\_\_\_\_**

*Please **Print** All Information*

|                      |                           |
|----------------------|---------------------------|
| <b>Date:</b>         | <b>Child's Birthdate:</b> |
| <b>Child's Name:</b> | <b>Child's Gender:</b>    |

**Parent/Guardian's Information:** *please use back of form should you need to list more parent/guardians*

|                                  | Parent/Guardian | Parent/Guardian |
|----------------------------------|-----------------|-----------------|
| Name                             |                 |                 |
| Relation to child                |                 |                 |
| Street Address                   |                 |                 |
| City, State, Zip                 |                 |                 |
| Home Phone                       |                 |                 |
| Cell Phone                       |                 |                 |
| Work Phone                       |                 |                 |
| E-mail                           |                 |                 |
| Affiliated with the U of I? How? |                 |                 |
| Occupation                       |                 |                 |

**Grade Applying For:**

Please check one box:

|                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | <b>Preschool</b>            |
| <input type="checkbox"/> | <b>Kindergarten</b>         |
| <input type="checkbox"/> | <b>1<sup>st</sup> Grade</b> |
| <input type="checkbox"/> | <b>2<sup>nd</sup> Grade</b> |
| <input type="checkbox"/> | <b>3<sup>rd</sup> Grade</b> |
| <input type="checkbox"/> | <b>4<sup>th</sup> Grade</b> |
| <input type="checkbox"/> | <b>5<sup>th</sup> Grade</b> |

**Child's Ethnic Background:**

Please check one box:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Hispanic or Latino</b>                        |
| <input type="checkbox"/> | <b>American Indian or Alaskan Native</b>         |
| <input type="checkbox"/> | <b>Asian</b>                                     |
| <input type="checkbox"/> | <b>Black or African American</b>                 |
| <input type="checkbox"/> | <b>Native Hawaiian or Other Pacific Islander</b> |
| <input type="checkbox"/> | <b>White</b>                                     |
| <input type="checkbox"/> | <b>Two or More Races</b>                         |

If more than one household is listed, which parent/guardian is the main contact for school correspondence?

\_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

Have you previously applied to our school for this child? If so, when?

\_\_\_\_\_

Does your child have a sibling who attended University Primary School? \_\_\_\_\_ If so when? \_\_\_\_\_

For prospective preschoolers: Will your child be toilet-trained by the start of school? \_\_\_\_\_  
Many preschoolers are *still working* on toilet training; because we are not a licensed daycare we cannot change diapers, but we can call you if your child is still transitioning.

**RECORD OF CHILD'S CARE OTHER THAN PARENT/GUARDIAN CARE:** Please include any significant amount of care or educational experiences other than parent/guardian care, either in or outside your home.

- a. Please describe the current childcare arrangements for your child.
- b. Is your child currently or has your child previously been in school or day care? Please give name, dates, and hours of most recent participation.
- c. Will you have out of home care arrangements for your child in addition to your child attending University Primary? If yes, please describe.

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For Office Use Only:

**Application Forms:**

\_\_\_\_\_ Application Fee Paid/Waived

\_\_\_\_\_ Site Visit Questionnaire

\_\_\_\_\_ Family Questionnaire

\_\_\_\_\_ Three Examples of Child's Work or Play



(over)

5. Please describe how your child adapts to the spatial environment. For instance, does your child give you directions on how to drive to a familiar destination? Does s/he show an understanding of how to find their way around the house or store? In the immediate neighborhood? At parks?

6. Please list by name or describe the books your child most enjoys (looking at, listening to, or reading).

7. What goals do you have for your child for the coming school year?

8. List the top five things you would like for us to know about your child.

**Additional Comments:** Please provide any additional information that you would like the teachers or director to know about your child.



**The last portions of the Enrollment Kit are:**

- 1. Your child's 3 play/work samples as detailed in the Application Policies and Procedures page**
- 2. Your \$50.00 application fee (check made out to University of Illinois) or cash**
- 3. optional: application fee waiver/reduced tuition form**

*You may mail your application and fee into the school office at University Primary School, 51 Gerty Drive Champaign, Illinois 61820 or if sending internationally, contact the school office specialist Christine Wyant at [cwyant@illinois.edu](mailto:cwyant@illinois.edu) to send the application via email.*