

The Laurel Hill School

201 Old Town Road
East Setauket, New York 11733
631-751-1154

info@laurelhillschool.org
www.laurelhillschool.org

GRADES K- 8 REGISTRATION CHECKLIST

WELCOME to our vibrant learning community. Kindly familiarize yourself with the application process and submit all required documentation as soon as possible.

APPLICATION PROCEDURES: Two Step Process

1. ONLINE APPLICATION FORM (ONLINE APPLICATION ALONE DOES NOT COMPLETE THE REGISTRATION PROCESS, SEE NEXT STEP)

Complete online all sections of the application including cell, business, emergency numbers, and email information. E-mail will be the primary form of communication regarding school events.

It is of vital importance that the school has complete and updated addresses.

Please submit the online application only once. If you have any difficulties do not resubmit.

Please call the office.

2. SUBMIT SIGNED TUITION PAYMENT PREFERENCE FORM WITH:

1. All applicable fees (registration & one month deposit for June)
2. Automatic Deduction Form or payment in full

We also require that you submit the following:

MEDICAL FORMS

Immunization Certificate and Medical Evaluation Form **must** be submitted prior to the beginning of the school year.

PHOTOGRAPH (New Students)

WRITING SAMPLE –(New Students) (not required for Kindergarten students)

PROOF OF RESIDENCY

District Residency Procedure: Students will need to provide proof of residency to their home school district by **May 5th**. Please contact your home school district to determine verification procedures. If a parent is applying for transportation, it may be beneficial for them to provide proof of residency at that time.

TRANSPORTATION

Transportation is provided by local school districts.

Transportation Request Form: Please fill out a transportation form for each student in grades K-8 and submit directly to your school district's transportation department before **April 1st**.

Bus Schedule: Parents need to contact their respective school district's transportation department for information regarding route number, pick-up and drop-off times.

Additional Information

❑ TESTING PROCEDURES

Admissions Entrance Examinations are required for all new applicants to grades Kindergarten through Grade 8.

For Laurel Hill Pre-Kindergarten students entering Kindergarten, testing will take place during the month of March. An appointment is not needed for currently enrolled Pre-kindergarten students. Current Laurel Hill School Pre-kindergarten students will be tested during school hours.

For new students entering grades Kindergarten through Grade 8, please contact the administrative office for a test date appointment.

Family Conference:

Following the evaluation a family conference will be scheduled to review the results of the assessment.

❑ TEXTBOOKS:

A textbook order will be issued upon receipt of your child's application.

Return of Textbooks – Applicable to continuing students. Parents are required to return current year school textbooks to the local BOCES book depository located at: 200 Nichols Road, Stony Brook, New York 11790 ~ **631-689-6860**.

Pick-up of Textbooks – Parents are required to pick up their child's textbook order from the local BOCES textbook center. **School Registration must be complete in order to receive textbooks.** Textbooks will not be released if a student is not registered. BOCES textbook center will assign dates in August that parents may pick up textbooks.

Delivery of Textbooks to The Laurel Hill School – Parents are requested to deliver textbooks to school during Textbook Delivery Day, which takes place prior to the beginning of school.

❑ ORIENTATION INFORMATION:

Grades K-8 general school guidelines will be available online during the month of August.

❑ SCHOOL SUPPLIES:

A grade appropriate school supply list will be available online during the month of August along with the school orientation materials and school calendar.

❑ UNIFORM POLICY:

Laurel Hill boys and girls in grades K-8 are required to wear school uniforms. Uniforms may be purchased online through Land's End.

❑ REQUEST FOR SCHOOL RECORDS

Copies of school records will be released upon written request by a student's parent or guardian. There is a \$25 processing fee for all requests. Please allow two weeks for all records to be forwarded.

Please call us with any questions you may have. We look forward to a fantastic journey in the year ahead.