

Our admission process is on a rolling basis so it is advantageous to apply early.

Open House: Contact the admissions office <u>admissions@kirbyhall.org</u> or 512.474.1770, ext. 4 to schedule a personal tour on a date of your convenience.

Application: Complete application and submit to the admissions office with a \$100 application fee. **If you are re-applying, contact the admissions office to reactivate the application.** A completed application packet includes:

- 1. Application form
- 2. Parent interview questionnaire
- 3. Parent participation form
- 4. Copy of birth certificate
- 5. Immunization record
- 6. Child's picture
- 7. Progress reports (if applicable)
- 8. \$100 application fee

Teacher Recommendation(s): If your child is in an organized program or daycare setting, we ask that you give the *Teacher Recommendation for Incoming Primer Students* to your child's current teacher(s) or daycare provider(s). Because the form is confidential, teachers are to return it directly to Kirby Hall. If your child is *not* in one of these settings, the teacher recommendation is not necessary. If this is the case, kindly email the admissions office at admissions@kirbyhall.org so that we can note this on the application.

Primer Observation: Once the above steps have been completed, a visitation day will be scheduled to enjoy playtime in the Primer classroom. This observation may include a small group of other applicants as well and typically is held on a Saturday.

Additional information and admissions forms can be found on our website <u>www.kirbyhall.org</u> or please contact the admissions office at 512.474.1770, ext. 4.