



ADMISSIONS PROCESS

Students are admitted to Linden Grove School based on the school's ability to meet the child's needs and the school's ability to continue to meet the needs of the other students who are already enrolled.

Applicants must meet the following requirements:

- Children must be entering grades K-8. (Please note that Linden Grove School will only consider serving new 8th grade students under very unique circumstances. Please contact the Head of School for further information.)
- Kindergarten applicants must be 5 years of age by September 30.
- All students must be potty-trained and wearing underwear. It is acceptable for a child on the k-2 team to need reminders or a potty schedule with bathroom breaks no shorter than 2 hours apart, as well as help with fasteners or other fine motor needs. Verbal prompts and visual reminders can be provided; physical assistance will be given while teaching the child the fine motor need.
- Children must be verbal and speaking in 2 - 3 word phrases or short sentences. Communication does NOT need to be spontaneous.
- Children must have attention capabilities that meet the following criteria:
 - Upon gaining the child's attention, the child will look at an item after an adult points to it.
 - Children should also be able to attend to *non-preferred* activities for 2-3 minutes with only needing moderate prompts and/or motivators.
 - Children should also be able to attend to *preferred* activities for 5-10 minutes with only needing moderate prompts and/or motivators.
- Children who require behavioral supports must have a plan that can be implementable without the use of a 1:1 aide or the need to have more than one adult in the classroom at the same time.
- Students must be independent with feeding themselves. Staff may assist with opening food containers, microwaving food and prompting to eat.

In order for Linden Grove School to consider a new student, the applicant must follow the process below.

PHASE I

1. Parent tour of school (must be planned ahead of time). Meeting with the Head of School to discuss your goals and desires for your child, as well as answer questions about the program. No more than three observers can be accommodated at a time. This observation is generally for adults only.
2. Turn in a completed Admission Packet and most recent ETR, IEP, IEP Progress Notes, and a picture of the child. Your child's name will be placed on our Admissions List once we receive the entire packet and listed documents. Packets are processed on a first-come, first-served basis, and we often have waitlists. If we are completing a mid-year admission, we will need to consider the exact

groupings available and the needs on the “next in line” applicant. If the “next in line” applicant’s needs cannot be met based on current groupings available at that time, we may move on to the next applicant on the list. In such a case, the original applicant will still remain on the Admissions List.

3. Turn in any other pertinent information or reports that you think will be helpful to be able to “get to know your child” on paper.

PHASE II

1. A staff member may visit the student’s current program for observation. This is always done for K-2 students.
2. Phone or face to face conference with the Behavior Coordinator, as needed.
3. Pay a non-refundable, one-time \$250.00 application fee. (This is a separate fee from the annual Registration Fee.)
4. Informal evaluation with the OT, Speech and Language Pathologist, and Assistant Head of School (approximately 1 – 1.5 hours). The child will also meet his/her team of teachers and be given a tour of the school.
5. Student will return for a full-day visit in the appropriate classroom setting. Some students may visit for more than one day or in smaller increments of time, pending their need to ease into the setting. Younger students often visit for a ½ visit, followed by a full day visit.
6. A team decision will determine a recommendation for placement. Parents will be notified within 3 business days. If placement is offered, a \$300 annual registration fee and registration paperwork must be turned into the office within a designated timeframe (typically two weeks). Families requesting financial assistance can find information in their child’s acceptance letter. To be considered, tuition assistance applications must be received by Facts Management within 30 days of the date on the official acceptance letter. If placement is not immediately available, the student will be placed on a waiting list for future placement.
7. All new students are admitted based on an eight-week probationary period. Students may be disenrolled by the choice of the school or parents at any time during their probationary period without financial penalty. Families will only be responsible for tuition and fees concurred during the time the student attended Linden Grove School.

Revised: 10/22

Linden Grove School recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative order, or public school initiated desegregation.