



Steps to Enrollment into Delphi Academy™ of Florida

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A checklist

1. **Visit and tour the school.** We prefer tours be scheduled for the morning. Tours last one to three hours and will include finding out how our students use the *Learning How to Learn* or *Study Skills For Life* books.
2. **Initial Interview.** We will get to know each other. We like to find out about our applicants. How they do in school, what their interests are, favorite activities, and so on.
3. **Receive an Enrollment Package.** In this package you will find all the materials necessary for the first steps to enrollment.

Forms

- a. *Application for Admission*
- b. *Enrollment Procedures*
- c. *School Records Release Form*

Information Sheets

- d. *Welcome to Delphi*
- e. *Fundamentals, A New Approach*
- f. *Parent Data Sheet*
- g. *A Note About Insurance*
- h. *Guidelines Regarding Illness for Parents of Lower School Students (applies to all enrolled students)*

Handbook

- i. *The Delphi Student & Parent Handbook*

Additional Materials for Preschool Applicants

- j. *Child's Enrollment Record – must be completed*
 - k. *Preschool Rules and Disciplinary Policies – must be signed*
 - l. *Emergency Medical Release – must be notarized*
 - m. *Know Your Child's Children Center*
4. **Admissions Test or Visit Day.** Applicants eight years old or older will take an admissions test – the Otis-Lennon School Ability Test. A passing score is necessary for acceptance. Applicants younger than eight will spend a day in a classroom. This gives the child a chance to learn about our program, meet their prospective teachers and classmates and make new friends. The teacher will get to know the applicant and do preliminary diagnostic testing on basic academic subjects. Preschool applicants will spend a shorter time visiting in class.
 5. **Teacher Recommendations.** Recommendation forms will be requested and received from the applicant's previous teacher(s). Acceptable letters of recommendation are necessary for enrollment.

6. **School Records.** Recent report cards, recent achievement test scores and most recent medical records will be requested and received from the applicant's previous school. Acceptable report cards and achievement test scores are necessary for enrollment.
7. **Submit Completed Enrollment Package and Application Fee.** Submit a completed enrollment package (forms filled out, information sheets read, Handbook read) and a \$50 application fee to the Admissions Office.
8. **Deposit.** Applicants not enrolling immediately need to submit a \$400 deposit to reserve their space. This is not a fee and will be deducted from your initial tuition payment. It is refundable up to two weeks before the date of first enrollment.
9. **Admissions Interview.** For applicants younger than eight years old this interview will be conducted first with the parents then with the parents and the applicant. For students eight years old or older this interview will be conducted first with the applicant then with the parents and applicant.
10. **Certificate of Immunization.** All enrolled students need a current Florida Certificate of Immunization or a Religious Exemption which can be obtained from the Clearwater Health Department located downtown at 310 North Myrtle Avenue.
11. **Student Health Exam.** All enrolled students need a current, no more than twelve months old, Student Health Exam. Student health exams from other states and countries are not valid.
12. **Applied Scholastics Transfers.** Applicants transferring from another Applied Scholastics school must have a completed Network Student Clearance Routing Form.
13. **Foreign Applicants.** Foreign applicants must have a valid green card or one of the following visa types: A, E, F, H, I, L or R. Tourist visas are not acceptable. Delphi does not supply the I-20 form at this time.
14. **Contract.** The enrollment contract will be drawn up, signed and the details covered. You will be provided with your own copy.
15. **Meet the Faculty.** Get introduced to your new teachers, the Dean of Academics and the Headmaster.
16. **New Family Orientation Package.** We will provide you with all the information you need to get off to a good start.
 - a. *Parent Information Pack from the Applicant's New Teacher*
 - b. *Recent Newsletter*
 - c. *The Way to Happiness booklet*
 - d. *Recent Infoline*
 - e. *Yearly Magnetic Calendar*
 - f. *Monthly Activities Calendar*
 - g. *Food Delivery Envelopes*
 - h. *Drop Off System Policy*
 - i. *Delphi Parent Organization - DPO*
 - j. *Webby Dance Company Information*
 - k. *Scouting Information*