



# Application Checklist

- Early Childhood Admissions Open House, November 8, 2009; 1 p.m.**  
Tour the school with young alumni and Day School parent guides; hear classroom presentations from faculty; and view the entire facility. There is no need to RSVP for this event.
- Completed Application Forms & Fee**  
Please submit your application and fee online via our website, or mail a paper application with your consent form and application fee to the Office of Admissions and Financial Aid.
- Family Photo (Optional)**  
E-mail to [admissions@bzaeds.org](mailto:admissions@bzaeds.org), or mail a hard copy to the Office of Admissions and Financial Aid. Be sure to include the name of the applicant with the photo.
- Recommendation Forms (Required)**  
Visit the Admissions section on our website to download the Common Recommendation Forms for independent schools. To allow your current school time to get to know your child, recommendation forms should not be completed prior to December 15, 2009.  
Nursery and JK: Teacher Recommendation Form due by January 15, 2010.  
SK and 1st Grade: Teacher Recommendation Form due prior to the student visit.  
2nd–7th Grade: All forms due prior to the student visit.
- Parent Visit (Required for first-time applicants)**  
Nursery and JK: Once your application has been submitted, please contact the Admissions Coordinator to schedule an interview and classroom observation **prior to January 7, 2010**.  
SK–7th Grade: Review of available spaces begins in early March. Once we have determined that space is anticipated, we will contact you to schedule a parent visit. Please contact the Admissions Coordinator for information about optional group tours.
- Play Party/Classroom Visit (For applicants only)**  
Nursery and JK: Nursery play parties begin in early January, and JK play parties are scheduled for February and March. You will receive a letter, at least two weeks in advance, notifying you of your scheduled date. Play parties begin at noon and last 60-90 minutes.  
SK–7th Grade: Review of available spaces begins in early March. We will contact you once we have determined that space is available.
- Additional Documentation (Required)**  
Please bring your child's original birth certificate to the play party or classroom visit. We will make a copy and return the original to you. Standardized testing results (3rd-7th Grade) and the previous year's report card should be submitted prior to your child's school visit. We welcome any additional information that would help us better know your child.
- Financial Aid (Offered for JK-7th Grade)**  
Please refer to the Financial Aid section of our website for detailed information.
  - With the Application for Admission, indicate your interest by answering the online question, or by returning the optional form with your paper application.
  - **February 1:** Submit a separate financial aid application online via [factstuitionaid.com](http://factstuitionaid.com).
  - **March 1:** All supporting documentation due to both the Day School and FACTS.

## Key Dates

### Application for Admission Deadlines

- Nursery and JK: December 15, 2009
- SK–7th Grade: Encouraged by February 1, 2010

### Notification of Admission Decision

- Nursery and JK Siblings: February 5, 2010
- JK: March 17, 2010
- SK–7th Grade: Late April through Summer

### Financial Aid Deadlines

- **February 1, 2010:** Submit online application to [factstuitionaid.com](http://factstuitionaid.com)
- **March 1, 2010:** Submit copies of all supporting documentation to both the Day School and FACTS

## CONTACT INFORMATION

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