



Footprints Academy's enrollment process includes specific steps because it is the philosophy of all administration, faculty, and staff to learn as much about your child and family to ensure that each student we accept experiences success.

Enrollment will be considered on a first come first served basis. Priority will be given in the following manner:

1. Current families of Footprints Academy/Peace of Mind Early Education Center
2. Siblings of children enrolled at Footprints Academy/Peace of Mind Early Education Center
3. Alumni of Footprints Academy/Peace of Mind Early Education Center
4. General Community Members

Students coming from Peace of Mind Early Education Center need only to complete an application and submit the \$125 application fee. Peace of Mind teachers and Footprints Academy's administration team will collaborate to obtain the necessary academic and social progress reports. As a Peace of Mind family you have top priority but are not guaranteed acceptance. You may skip to the **Admission Decision** portion of the following checklist.

Students applying for enrollment who are not currently enrolled at Peace of Mind should use the checklist below to you guide you through the admission process at Footprints Academy. Please do not hesitate to contact us at (651) 731 – 2608 with any questions.

Getting to know Footprints Academy

- Visit our website www.footprintsacademy.com
- Read through our parent handbook
- Schedule a tour of our facility
- Attend a new family information night (details on our website)
 - Thursday, November 8th at 6:30 p.m.
 - Tuesday, November 13th at 6:30 p.m.

Complete and submit your application with the \$125 non-refundable application fee to:

**Footprints Academy
Attention: Admissions Office
9025 Tamarack Road
Woodbury, MN 55125**

For your application to be considered, it must be completed in full, signed, and the \$125 application fee included.

Applications received by February 1st, 2008 will receive priority consideration for the 2008 – 2009 school year. Applications received after February 1st will be considered as space is available.

Request Student Records be sent to Footprints Academy

- Academic, behavioral, and medical information in the form of testing or evaluations
- Transcripts from prior schools

Submit a copy of your child's birth certificate

Teacher Recommendations

- Two teacher recommendations: The Admissions Office mails each applicant two recommendation forms upon receipt of the application for admission. These forms are handled in the strictest confidence by our Admission committee.
 - If the applicant is not able to receive recommendations from two teachers, please select another non-related adult to complete the form (i.e. coach, music teacher, pastor, etc.)

Informal Interview

- In order for potential students and families to feel comfortable with what Footprints Academy has to offer, it is important that you get to know our team. All applicants are asked to visit on a day school is in session from 9:30 – 11:30 a.m. with a group of their peers (e.g. kindergarten applicants will be with our oldest preschool group, those applying for second grade will be with this year's first graders, etc.).
- A variety of things are accomplished during the interview such as touring the school, academic assessment, meeting our team, getting to know some of the students they may be with in class.

The Admission Decision

- The Admissions Committee, composed of team members, will review each child's application. Most admission decisions are made within two weeks of completing the interview process.
- Footprints Academy has open enrollment/rolling admissions based on availability, which allows students to start their education at the Academy when it is appropriate to do so.

Students who are not accepted to Footprints Academy will receive a letter from our Admission Committee informing them of their decision.

The Acceptance Process

- Students accepted to Footprints Academy will receive an acceptance letter from our committee along with a contract.

Sign and return your Contract

- Upon receiving your offer of enrollment, you will have some time to make a final decision regarding enrollment. The final step in the enrollment process is to sign and return the contract. **ONCE THE CONTRACT HAS BEEN SIGNED, IT IS BINDING. YOU WILL BE COMMITTED TO PAYING THE FULL YEAR'S TUITION REGARDLESS OF ATTENDANCE.**
- Upon receipt of the contract, your child's spot will be guaranteed☺ Welcome to the Footprints Family!!!

School Forms

- Our administration team will send out a class list, a school supply list, official forms, along with a welcome letter at the beginning of August. If you have questions/concerns between the time you return your contract and receipt of the aforementioned packet, please feel free to contact us.