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### **Enrollment Process**

We accept applications throughout the year as long as we have openings, however, the usual procedure begins in the Spring for the following entry year. We hope you will find our admission process informative, efficient, and easy to follow. Even so, if you have additional questions, we welcome your calls and e-mails and will do everything possible to assist you. To schedule a tour, or for additional assistance or information, please contact us at [kalamazooschool.org](http://kalamazooschool.org) or call us at 269-633-9218

Step 1: Download the Enrollment Application and return the completed application form with the application fee.

Step 2: Our staff will carefully review your application. We will contact you to schedule a face-to-face admission evaluation to further assess the appropriateness of our services. The Application fee is due prior to the scheduling of the appointment.

Step 3: You will be notified of your child's acceptance to the school and sent an Enrollment Agreement.

Step 4: To guarantee your child's placement, we must receive a signed Enrollment Agreement and Enrollment and Material Fee deposit of \$590 within 5 days of notification of acceptance.

Step 5: You must complete the enrollment process and complete the rest of the enrollment package within 10 days of signing the Enrollment Agreement.