



8 West 70<sup>th</sup> Street, New York, NY 10023 (212) 595-1386(t) (212) 579-7512 (f) admissions@beitrabban.org

## Application Guide

We are delighted that you have shown interest in our school and appreciate the effort and thoughtful reflection you give this application. The application enables us to carefully assess whether Beit Rabban is a good match for your child and for your family. Below is an outline of the application components. Please contact us with any questions you may have.

### 1) Application for Admission

Please complete the form and return it to our office with a \$125 non-refundable application fee. Make your check payable to: *Beit Rabban Day School*.

### 2) Parent Questionnaire

As parent/guardian, you are able to offer the most comprehensive view of your child. We ask you to take time to reflect and respond to questions about your child's development and personality, as well as questions which help us get to know you as a family. *Please type your responses, number them in accordance with the questions, and attach them to the question sheet.*

### 3) Teacher Report (if applicable)

Please fill out the first page of the form and give it to your child's current teacher or (pre)school program director. Please give the person responding enough time to complete the questionnaire, and ask him/her to return the form *directly to Beit Rabban* by the December 31<sup>st</sup>, 2011 deadline.

### 4) Standardized Testing (*K and above applicants ONLY*)

A standardized test is required for admission to grades Kindergarten and above. Beit Rabban accepts the results of either the Education Records Bureau (ERB) or the Wechsler Preschool and Primary Scale of Intelligence (WPPSI) exam. Please see the additional information sheet about standardized testing.

### 5) School Visit and Observation

As part of the admissions process, all applicants visit the school and participate in a small friendly playgroup with their peers. The forty-five minute visit consists of time in a classroom in which we will observe your child in a social and educational environment. When all parts of the application are completed, we will contact you to schedule a date and time for your child's school visit.

The Admissions office will work with parents of children applying from outside of the United States to coordinate observations and peer interactions in the home country.

### 6) Financial Aid

Applications should be filed through FACTS at [www.factstuitionaid.com](http://www.factstuitionaid.com) *after November 1, 2011 and before December 15, 2011 only*. FACTS charges a \$25 non-refundable application fee for



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financial aid applications. For questions about financial aid, please contact Rabbi Andrew Davids, Executive Director, directly at 212.595.1386 or at [adavids@beitrabban.org](mailto:adavids@beitrabban.org). Financial Aid award letters are sent out with acceptance letters.

*Please note that our admissions decisions are made without regard to a family's ability to pay full tuition.*

### Deadline and Notification Dates:

Beit Rabban coordinates its notification and reply deadlines with the dates established by the Independent Schools Admissions Association of Greater New York (ISAAGNY).

Applications due:	December 31, 2011
Financial Aid applications due:	December 15, 2011

Gan Applicants:	
Notification date on or before:	February 28, 2012
Reply date:	March 9, 2012

Elementary Applicants:	
Notification date on or before:	February 10 2012
Reply date:	February 17, 2012

Thank you for your application to the Beit Rabban Day School.



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### GENERAL INFORMATION FORM 2012-2013/5773

Child's Full Name: \_\_\_\_\_ Hebrew Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_  Male  Female

Home Address: \_\_\_\_\_  
Street State Zip City

Home Phone: \_\_\_\_\_ Grade applying for: \_\_\_\_\_

School your child is currently attending: \_\_\_\_\_

Language(s) spoken at home: \_\_\_\_\_

Parent /Guardian A:	Parent/Guardian B
Parent /Guardian's Name: _____	Parent /Guardian's Name: _____
Cell Phone: _____	Cell Phone: _____
Preferred Phone: _____	Preferred Phone: _____
Preferred Email: _____	Preferred Email: _____
Occupation: _____	Occupation: _____
Employer: _____	Employer: _____
Please list your home address and phone number if different from your child's:	Please list your home address and phone number if different from your child's:
Home Address: _____ <small>Street</small>	Home Address: _____ <small>Street</small>
_____ <small>City State Zip</small>	_____ <small>City State Zip</small>
Home Phone: _____	Home Phone: _____

Are both Parent(s)/Guardian(s) living?  Yes  No

Parents are:  Married  Domestic Partners  Separated  Divorced  I am a single parent

Father Remarried  Yes  No      Mother Remarried  Yes  No

Name of Stepparent: \_\_\_\_\_      Name of Stepparent: \_\_\_\_\_



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If parents are separated or divorced, who is the legal guardian? \_\_\_Mother \_\_\_Father  
(Beit Rabban may request copies of appropriate documentation indicating legal guardian status.)

Who is financially responsible for your child's tuition payments?

Both Parents  Parent/Guardian A  Parent/Guardian B

To whom should admissions correspondence be sent?

Both Parents  Parent/Guardian A  Parent/Guardian B

Names, birthdates, and schools of other children in the family:

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Please send a \$125 non-refundable application fee with this form by December 31, 2011 to: Beit Rabban Day School, 8 West 70<sup>th</sup> St., New York, NY 10023.

I am hereby applying for admission to Beit Rabban on behalf of my child. I authorize Beit Rabban to contact my child's current school. I have enclosed the \$125 application fee. I attest that all of the information provided on this form is true to the best of my knowledge.

Parent/Guardian A \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian B \_\_\_\_\_ Date \_\_\_\_\_

Applications for admission are considered independent of requests for tuition assistance. All financial aid requests are awarded on the basis of need.

Beit Rabban does not discriminate on the basis of race, color, national or ethnic origin in the administration of admissions, financial aid, or other policies.



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## Parent/Guardian Questionnaire

As we introduce you to our school community, we ask you to share with us some specific thoughts and reflections about your child and about who you are as a family. Your written efforts contribute significantly to our ability to get to know you. Thank you for your help.

*All information will remain confidential with the Admissions Decision Committee.* Please answer questions # 1-5 on a separate sheet with your child's name and number the response(s). Answer questions # 6-7 on this form. Thank you.

Parent/Guardian Name(s): \_\_\_\_\_

Child's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

- 1) Describe your child's interests, talents or hobbies.
  
- 2) What do you see as your child's areas of strength(s)? Do you see particular challenges or areas of development that need support?
  
- 3) Tell us about an experience of yours as a Jewish family.
  
- 4) Explain why you feel that Beit Rabban would be the appropriate school for your child.
  
- 5) Is there any other information you would like to share to help us get to know your child better, for example, important family or developmental events, health concerns, etc?
  
- 6) Has your child ever been referred for any evaluation or early intervention services?  
 Yes  No
  
- 7) Is your child currently receiving any support services? Please check all that apply:  
 Occupational therapy  Speech therapy  Psychologist/Psychiatrist  Academic tutoring



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## Tuition and Financial Aid

Tuition Rates for the 2012-2013 school year will be determined by the Beit Rabban Board of Trustees when it meets in December/January to set tuition rates for the next academic year.

Beit Rabban makes great effort to provide financial aid to families who would otherwise be unable to afford a day school education and who want to be part of the Beit Rabban community. Financial aid applications and awards are decided separate from the application process and do not affect a child's admission to the school.

### **How is financial aid awarded?**

When determining financial aid many factors are taken into account including the number of children attending school, sources of income, expenses such as rent, mortgage, car payments or medical expenses etc. The total number of financial aid applicants also impacts the amount available to be awarded to individual families.

### **How do I apply for financial aid?**

Beit Rabban utilizes an outside third party company, *FACTS Grant & Aid Assessment*, to conduct the financial need analysis for applicants for the 2012-13 school year. Families applying for financial aid will need to complete an online application beginning November 1, 2011 at: [www.factstuitionaid.com](http://www.factstuitionaid.com) and submit the necessary supporting documentation to *FACTS*.

### **Will financial aid be automatically renewed each year?**

Families must re-apply each year. Aid is renewed based on a family's current financial need and the dollars available for distribution. Although a family's financial need may remain similar from year to year, the ability to grant the same level of financial assistance is dependent upon the total need of all families and the dollars available for distribution.

### **What if my financial situation changes after a tuition contract is signed?**

As a family's situation changes, they may always request financial assistance for the first time or request a review of their new information. In addition, families who find that they have a change in economics that increase their ability to contribute towards tuition will also be asked to have their award reviewed so that a new contract can be created.

### **What is the source of the money for financial aid?**

The cost for educating each child is approximately \$6,500 dollars above the average tuition rate; in essence, since tuition does not cover the cost of educating a student at Beit Rabban, all of our families are in effect receiving some kind of financial assistance. Those families who receive additional financial aid are receiving a reduction in tuition that is covered through a combination of fundraising and our annual budget. As an independent school, we receive very limited federal, state and city funding and must account for almost all of the Beit Rabban budget through tuition and fundraising.

### **Who determines the actual award amount?**

Final award decisions are granted by the Beit Rabban Financial Aid Committee, an anonymous committee made up of individuals committed to Beit Rabban Day School. It operates within strict guidelines set by the Board of Trustees and is directed to maintain complete confidentiality regarding families financial background and awards.



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**If I am not satisfied with the financial award amount, do I have any recourse?**

Yes. You can appeal the award amount and should contact Rabbi Andrew Davids, Executive Director, at [adavids@beitrabban.org](mailto:adavids@beitrabban.org) for further information about the appeals process.

For general information about Financial Aid, contact Teri Norman, Business Director, at [teri@beitrabban.org](mailto:teri@beitrabban.org) or 212.595.1386.

*Please note the following dates and deadlines:*

Application available online: ***November 1 – December 15, 2011***

Application deadline: ***December 15, 2011***

These specific dates will insure a timely response. Applications made before November 1<sup>st</sup> will not be evaluated; applications made after December 15<sup>th</sup> will be reviewed on an available funds basis.

When applying online, select **Applicant Sign In**. If you are a returning user, enter your username and password. After completing the online application, you will be asked to mail in all of your paper documentation, including:

- ✓ Completed application documents
- ✓ Payment of a \$25 application fee
- ✓ Copies of recent tax forms including all supporting tax schedules
- ✓ Copies of your W-2 forms for both you and your spouse, if applicable

If you have questions or concerns about the financial aid application process, please speak with a FACTS Customer Care Representative at 1-866-315-9262. You may also contact Teri Normand or Rabbi Andrew Davids (see above).



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## Frequently Asked Questions

**What is the current length of the school day?**

### Gan (Early Childhood Center) for 2012-2013:

Regular program: 8:30 to 2:00pm (1:30 on Fridays)

Early dismissal: 8:30 am to 12:30pm

Mornings are a soft-entry, with children arriving between 8:30 and 9:00.

### Elementary School:

8:30 – 3:30 p.m. (1:30 p.m. on Fridays)

Early drop off: 8:15 a.m.

### Afterschool activities (optional):

Gan: 2:00 – 3:30 p.m. (Monday – Thursday)

Elementary: 3:30 – 4:30 p.m. (Monday – Thursday)

**Must my child be a certain age by a specific date to attend Beit Rabban?**

Beit Rabban has established age guidelines for its early childhood program and its Elementary school program. However, we evaluate each child on an individual basis to determine his/her readiness and fitness for our school and do not hold hard and fast to absolute birthdates.

In general, children applying to the Gan program should be at least three years old on September 1<sup>st</sup> of the year they enter; children entering the Kindergarten should be at least five years old on September 1<sup>st</sup> of the year they enter.

**Does my child need to be toilet trained by the time school starts in September?**

Yes. We require that all children attending Beit Rabban be fully toilet trained by the time they begin school in September.

**What are the transportation options to and from school?**

Free bus transportation is available for students in Kindergarten or older. Through the New York City Office of Pupil Transportation, yellow bus service is provided for most students each day to and from Beit Rabban from the Upper West Side (Manhattan), and the Upper East Side. When applicable, buses or transportation is also coordinated from Downtown and Riverdale (Bronx).

Bus service is based on the age of the child, the distance from the home to the school and the total number of students along the route. *Parents of children in the Gan at Beit Rabban must arrange their*



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*own transportation to and from school.* Please call us if you have questions or concerns about transportation.

### **How many children and teachers are in each class?**

The Gan at Beit Rabban has classes with 8-12 children in the younger (3-4 year olds) classes, and 12-15 children in the older (4 year olds – Pre-K) class. Each of these classes has two full-time teachers.

The elementary school class size averages 12-18 children and, depending upon class size, one and half to two full-time teachers. Children break into smaller learning groups for reading, writing, math, Hebrew, and Chumash in order to provide more individualized learning.

We are dedicated to keeping a low teacher/student ratio and to having classes that are large enough to provide a variety of personalities and interests and diverse social possibilities for the children, while remaining small enough that all participants in the community, children and teachers alike, know each other well and are comfortable in their environment.

### **Does Beit Rabban offer afterschool programming?**

We offer afterschool programming for the Gan (2:00pm – 3:30pm) and the Elementary program (3:30pm – 4:30/5:00pm) Mondays through Thursdays. These programs vary depending upon the trimester and each program involves an additional fee.

The following are our offerings for the 2011-2012 academic year:

**Gan:** Yoga, music, cooking, creative movement, karate, and soccer

**Elementary:** Soccer, art, chess, aviation, rollerblading, cooking, karate, Beit Midrash, homework club, hip hop, yoga

### **Can I speak with current Beit Rabban parent to hear about their experience of the school?**

Yes! We are happy to connect you to a current parent from the Beit Rabban community. This is one of the best ways to learn about the exciting and unique nature of Beit Rabban learning and the school community.



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## Information about Standardized Testing

As part of the application process, Beit Rabban Day School, along with other private schools in New York City, requests that applicants for grades Kindergarten and above take a standardized test.

- If your child is applying to more than one school, and will be taking the Education Records Bureau (ERB) test as part of that process, we will accept his/her ERB test results. We choose not to be a member of the ERB, and therefore request that you please send us a copy of your Parent's report.
- If your child will not be taking the ERB test, we ask that your child take the Wechsler Preschool and Primary Scale of Intelligence (WPPSI). Beit Rabban has a long relationship with child psychologist, Dr. Janet Jackson, who administers the WPPSI test to our applicants at her office, 161 West 54<sup>th</sup> St (at 7<sup>th</sup> Ave), Suite 203, New York, NY, 10019, **212.586.4878**. Please contact Dr. Jackson directly to make an appointment for the testing session.

Beit Rabban prefers the WPPSI and values the information gathered during the one on one experience between Dr. Jackson and young children. This test is designed and used as a tool to help us learn about your child and how s/he thinks. It gives us an idea of where your child is developmentally *at the time of testing*. It is not used to predict your child's educational future. Different parts of children's brains develop at different times, and this test gives us an idea of where your child falls on that spectrum including: What parts of his/her thinking and ability are developing and how? How does your child think about puzzles and patterns? How does your child focus or organize concepts and information? Given information about how your child thinks, we can be aided in our efforts to help your child in his/her learning. The test also helps us further assess whether we can meet his/her needs, and whether Beit Rabban is a place where your child can thrive.

Dr. Jackson charges **\$325** for the testing session. The Admissions Decisions Committee receives the results and detailed information from the testing. The scores on the test are available to parents as well as the school. Parents can receive additional feedback from Dr. Jackson directly by making an appointment with her. The fee for this service is \$300. Please call her at 212.586.5878.

### Important notes to keep in mind regarding the WPPSI testing:

\* Please do not bring your child to a testing session if s/he is sick, or for some other reason may not be ready for the test. The appointment can be rescheduled.

\* It is recommended that you tell your child in advance about the session. A suggestion might be: "We are going to visit Janet to do some thinking activities, answer some questions, and work on some puzzles. Janet wants to see how you think so we can help you learn."

\* When making the appointment please consider your child's individual routine, schedule, and plans so as to make sure that s/he will be well rested, relaxed, and have enough energy for the session. Each session lasts about an hour. A parent should accompany the child, although parents will be asked to wait outside the room while Dr. Jackson administers the test.



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## Teacher Report for Elementary Program

### To the Parent:

Please complete the top portion, sign the release in the center of the page, and submit this form to your child's current school. The school should return the completed form directly to Beit Rabban.

Child's name: \_\_\_\_\_ Sex: \_\_\_\_\_ Birth date: \_\_\_\_\_

School currently attending: \_\_\_\_\_ Phone # of school: \_\_\_\_\_

Date your child began attending this school and class/grade: \_\_\_\_\_

Teacher's name: \_\_\_\_\_ Director's name: \_\_\_\_\_

### Parent Release:

I hereby give permission to my child's school to release my child's school records to Beit Rabban Day School. I understand the records will include academic reports and grades, and other relevant information which is part of my child's school file. I give permission to the staff at my child's school and to the staff at Beit Rabban to communicate by telephone, email or in person regarding my child. I also grant permission to Beit Rabban to observe my child at his/her current school. I understand that this information is confidential, and I waive my right to see the completed school form.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To the Teacher & Director:

The student whose name appears on this page is applying for admission to Beit Rabban. Thank you for taking the time to complete this form. *All information will remain confidential and will be used for admissions purposes only.* Please return the completed form and **send it directly** to: Beit Rabban Admissions, 8 West 70<sup>th</sup> St., New York, NY 10023 by **December 31<sup>st</sup>, 2011.**



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The following questions are to be answered by the TEACHER.

Physical Development

Area of Interest	Strength	Age appropriate	Becoming age appropriate	Area of concern	Comments
Small motor coordination					
Pencil grip					
Works easily with and is interested in manipulatives					
Gross motor coordination					
Sense of body in space					
Participates in physical group activities					
Energy level and stamina					

Please comment on the child's general health, habits around food and eating, and frequency of sickness. *Please describe any notable physical strengths or weakness.*



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**Intellectual Development**

Area of Interest	Strength	Age appropriate	Becoming age appropriate	Area of concern	Comments
<b>RECEPTIVE</b>					
Follows directions in a group and individually					
Follows multiple step directions					
Understands class discussions					
Engages in class discussions					
Memory for events and information					
<b>EXPRESSIVE</b>					
Clear speech and fluid expression					
Ability and desire to converse with peers					
Ability and desire to converse with adults					
Asks questions in order to find out more information					
Ability to stay on topic					
<b>READING READINESS</b>					
Sound symbol correspondence					
Recognizes letters					
Enjoys books and stories					
<b>MATH</b>					
Recognizes numbers					
Understands one-to-one correspondence					
Notices patterns					
Understands relative terms, i.e. more/less					
Recognizes shapes					



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Please comment on the child's intellectual development, including comprehension, abstract thinking and critical thinking ability.

Please describe the child's learning style and work habits: subject/topic/area preferences, pace, perseverance, independence, ability and desire to complete tasks, and attitude.

Please comment on any unusual or notable aspects of the child's interest or abilities, including art or music.



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**Social/Emotional Development**

Area of Interest	Strength	Age appropriate	Becoming age appropriate	Area of concern	Comments
Self-confidence					
Acceptance of boundaries and limits					
Self motivation					
Ability & desire to work independently					
Ability & desire to work with groups					
Interaction with peers					
Interaction with adults					
Resolves conflicts verbally					
Internalization of classroom routine					
Separation from parents/caregivers					
Ability and desire to share thoughts, objects, or play with others					
Ability to wait for a turn					
Respect for others and their space					
Accepts responsibility for actions					
Able to tolerate frustration					
Sense of humor					
Curiosity					
Attention span for a self-chosen activity					
Attention span for assigned activity					
Ability & desire to problem solve in a social context					
Ability & desire to mentor others or act as a leader					
Transitions with ease					
Reacts well to new experiences					
Accepts change					
Works well in groups: Large? Small?					
Comfortable being alone					



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*Please circle all that apply.*

The child prefers to be in a larger group/ smaller group / alone.

The child usually takes the role of: leader / follower / varies.

Please describe this child's manner of play and self-expression.

What else would you like to tell us about this child?

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_



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The following questions are to be answered by the school DIRECTOR.  
Should you wish to share additional information with us, please call us at 212.595.1386.

Please describe the parents' involvement with the life of the school.

Have the parents been cooperative? Have all financial obligations been met?

Has this child received any services of any outside professionals, such as an occupational therapist, psychologist, speech therapist, etc? If so, please explain.

Please add any information that will help us gain insight into this child or family.

Do you know of any reason why this child could not succeed in a dual language program?  Yes  No

Please explain:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_



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## APPLICATION CHECKLIST

*Please use the following checklist to make sure you have completed all steps of the application process. The application deadline is December 31, 2011*

### What to do:

- Complete and return the General Information Form by December 31, 2011
- Include a non-refundable application fee of \$125 made payable to *Beit Rabban*
- Complete the Parent Questionnaire (use separate sheet for questions 1 – 4)
- Submit a copy of the Teacher Report Form to your child's teacher, or program director (to be returned directly to Beit Rabban)

### K and Above Applicants:

- Send in the results of your child's ERB test scores or schedule an appointment for your child's testing session with psychologist Dr. Janet Jackson **212.586.4878** (separate \$325 fee to Dr. Jackson)
- Beit Rabban has contacted you and scheduled a school visit
- If applicable:* Complete and submit the online requisite Financial Aid application

**Note:** Late applications will be considered on a space-available basis.

### **For questions, please contact:**

Admissions  
212.595.1386  
admissions@beitrabban.org