

**TOUR FOR PARENTS/GUARDIANS**

We appreciate the care you will give in selecting the right school for your child and invite you to begin the application process by attending one of our Tours for Parents/Guardians. Please refer to our website [www.coldspringschool.org](http://www.coldspringschool.org) for tour dates and call or email **RENUKA GANDHI**, Director of Admissions, at 203 787 1584 or [rgandhi@coldspringschool.org](mailto:rgandhi@coldspringschool.org) to make an appointment to visit the school.

**APPLICATION**

Please go to Cold Spring's website, [www.coldspringschool.org](http://www.coldspringschool.org), to complete the application online. We will act upon those kindergarten through sixth grade applications we receive by the **FEBRUARY 1ST** deadline before considering those received after this first round deadline date. Preschool applications received by **DECEMBER 15** will be considered in our first round of decisions and then we will proceed with a rolling admission process. If you are unable to complete the application online, please contact the Admissions Office at 203 787 1584 or [rgandhi@coldspringschool.org](mailto:rgandhi@coldspringschool.org) for a hard copy application.

**EVALUATION**

Download the Student Evaluation form as part of the online application. Give the Student Evaluation form, along with a stamped envelope addressed to Cold Spring School, to your child's current teacher. Please ask your child's teacher to complete the evaluation with **TWO WEEKS** and send a copy directly to Cold Spring School's Office of Admission.

**SCHOOL RECORDS**

For Grades 1 through 6 applicants, complete the Release of Records form and forward it to your child's present school.

**FINANCIAL AID**

If you are interested in applying for financial aid, please indicate on the admissions application and go to School and Student Services (SSS) online at <https://www.solutionsbysss.com/parents/> to complete the required financial aid application. This application must be submitted to SSS by **FEBRUARY 15**. For more information, please refer to [www.coldspringschool.org](http://www.coldspringschool.org).

**SCREENING**

For kindergarten and first grade applicants, parents and guardians may use the online calendar to set up their child's admissions screenings once the application is submitted. For applicants applying to second grade and above, we will contact you to arrange your child's visit and admissions screening once we have received your application.

**PARENT/GUARDIAN MEETING**

The parent meeting with the Director will take place, if possible, during the time of your child's screening.

**ADMISSIONS DECISION**

Notification regarding admission decisions for kindergarten through sixth grade applicants will be mailed on **MARCH 10** to those applicants who applied before the **FEBRUARY 1ST** deadline. Preschool applicants who applied by **MID-DECEMBER** will begin hearing admissions decisions in February.