



Brookfield School

Early Childhood Campus (TLC): 185 Redfield Parkway
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Middle: 6778 S. McCarran Blvd
Reno, NV 89509
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NEW APPLICANT STEPS TO ENROLL AT BROOKFIELD

Private school admittance procedures are new to many families. We would like to clarify the enrollment process.

1. Student Assessment (Testing) and Tour:

- a. Meet with a Director to discuss curriculum, schedules and philosophy.
- b. Complete a free 30-minute student assessment for Pre1st – 8th grade candidates. Results will be given at that time. Preschool applicants may need an observation period in the classroom.
- c. Complete the Application for Admissions during the assessment.
- d. Tour the facility.

2. For your consideration at home:

- a. Review the Family Financial/Behavior Agreement.
- b. Review enrollment fees and tuition on the Fee Schedule.
- c. Review the parent handbook and school calendar.

3. Return to the office:

- a. Sign and return the Application for Admission and the Family Financial/Behavior Agreement.
- b. Pay application fee for processing. This is nonrefundable.
- c. Pay enrollment fees. This fee is also nonrefundable and is not applicable towards tuition. If class placement cannot be made, the enrollment fee is returned.

4. Processing the Application:

- a. Upon receipt of the enrollment fee, the Admissions Committee will begin reviewing your application and you will be notified by mail of your child's enrollment status as soon as possible. If you have not received notification in 2-3 weeks, please contact the office.
- b. If a class should fill, the enrollment fee will be refunded. A position on the waitlist requires all of the above to be complete.
- c. The Financial/Behavior Agreement form must be signed before enrollment is complete.

5. Upon acceptance to Brookfield – Congratulations!

- a. A tuition statement is e-mailed July 1st. Please call the office by July 10th if it is not received.
- b. All enrolled students receive an informational letter in mid-August detailing the start of school, procedures, and supplies needed. A generic list of supplies is posted on the website.
- c. School starts the Tuesday after Labor Day; and it is a full day.
- d. Uniforms for main campus should be ordered by early August. Please use the link on the www.BrookfieldSchool.com website to access Dennis Uniform.
- e. All forms returned prior to the first day of school.

Brookfield is an invitational school, and we reserve the right to select or dismiss a child for academic or behavioral reasons. This assures all students the best learning environment possible. Teacher and Administrator recommendations, families taking their financial responsibility very seriously and space availability are all taken into account as well. Parental behavior is just as important, as it adds to, or subtracts from, a positive, cooperative school climate. Brookfield School is licensed by the Nevada Department of Education and Nationally Accredited with NIPSA (National Independent Private School Association) and NWAC (Northwest Accreditation Commission, a Division of AdvancEd).

Brookfield School fully subscribes to and practices a policy of nondiscrimination admission and enrollment. No applicant or enrolled student shall be discriminated against because of religion, sex, handicap, or color.

Thank you for your interest in our school. We will make every effort to clarify enrollment status as quickly as possible so you may plan your child's educational future.