

Dear Parents:

Thank you for your interest in American Academy, Inc. Enclosed please find all the admission information you requested. You will find the following documents in this package:

- § School Profile
- § Admission Information
- § Tuition and Fees
- § After School Programs Information
- § Application for Admission
- § School Evaluation/Recommendation

If you would like to have an informal orientation interview and a tour of our school facilities, please contact our school office and we will gladly assist you to make an appointment.

Please mail us all of the required documents for admission consideration as soon as possible. Our admission committee begins to process applications at the beginning of January for the following school year.

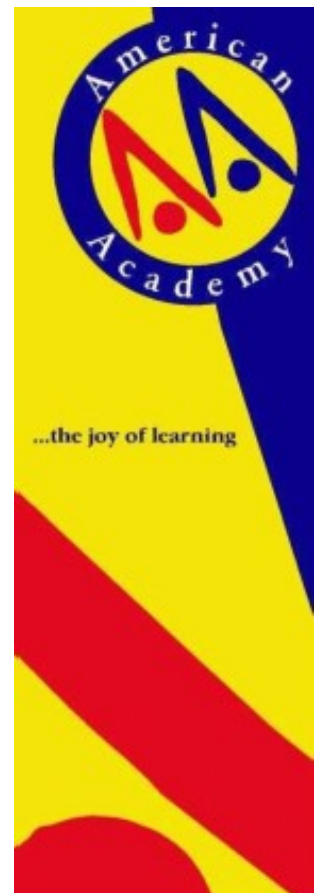
Feel free to contact us for any additional information or questions that you may have. We will be happy to assist you.

Sincerely yours,

Ismael A. Torres
Ismael A. Torres
Director

María S. De Jesús
María S. De Jesús
Principal

Enclosures



Ciudad Jardín Resort
& Country Club

1085 Cohitre Ave.

Gurabo, PR 00778

Road PR 189, Km.
10.1

Barrio Mamey

Gurabo, Puerto Rico

Tel. 787-737-0170

Fax 787-737-0175

info@americanacademypr.com

Admission Information



Ismael A. Torres Vera
Director

María S. De Jesús Escalante
Principal

**AMERICAN ACADEMY, INC.
Gurabo, Puerto Rico**

SCHOOL PROFILE

American Academy is a private, nonsectarian, coeducational elementary day school, founded in 2002 by a group of professionals with an innovative education focus. The school has English as its language of instruction. Our institution is licensed by the "Consejo General de Educación" since August 14, 2002, license number A 32-04. The Academy is located inside the exclusive residential complex named Ciudad Jardín Resort and Country Club in Gurabo, Puerto Rico.

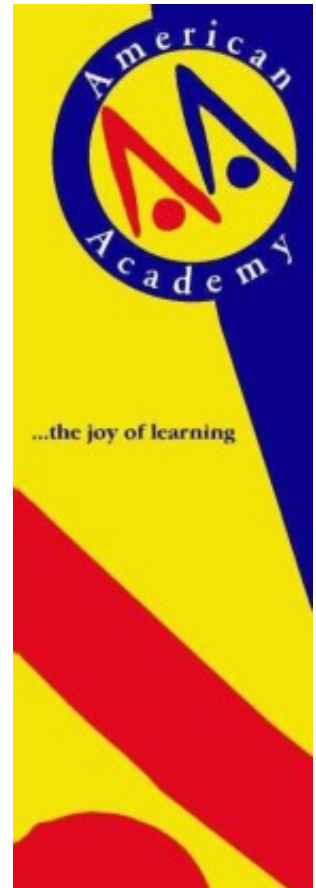
American Academy initiated its first academic year on August 20, 2002, as a school for children in grades Pre-Pre Kindergarten through first grade. On its second year, it was expanded to cover all of the elementary grade levels (Pre-Pre k to 6th grade), and we have the plans and vision to gradually grow in grade levels until it reaches grade twelve.

American Academy is presently working in temporary facilities provided by Ciudad Jardín's developer (Empresas Loyola) and additional portable classrooms (trailers), purchased by American Academy, located on the East side of the campus. We have obtained from the developer a total of 10 acres of land and some capital in order to build American Academy's permanent facilities. The construction of these new facilities is scheduled to begin in 2007 and hopefully by finished by 2009.

The Curriculum

Our curriculum and instructional methods are aimed to develop a more interactive, creative, technological and modern educational system. The instructional programs are focused on the child's needs, and we are compromised to ensure that our students establish an integrated intellectual foundation in all academic areas. The activities that our teachers provide on a daily basis are ones that will facilitate the learning of those concepts and the development of intellectual skills within a selected these that is engaging for the students. A technological approach is also included into our daily curriculum integration.

During the learning experiences, students are encouraged to question and develop an individual decision-making process while developing core academic competencies. Students will also be exposed to a very dynamic program in arts, fine arts and physical education. Spanish instruction is also very important for us. We want the students to be as proficient in Spanish as they will be in English. The use of computers as a learning and investigation tool is one of our main focuses at American Academy. Each one of our classrooms is equipped with an average of three computers, which are wired with internet services in order to enhance and assist the student on the research process that is required for every child.



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Our goal is to develop the school as one of the most advanced technologically oriented school, where the students will feel comfortable in the use and management of the equipment as well as the basic software.

Our school assists teachers to prepare and to adapt the curriculum and all educational activities to match the interests and talents of their students. Daily, they strive to provide a rich environment in which their students can interact with manipulatives and play as part of the learning process. The students enjoy our program because they can quickly see how the instructional themes, classroom materials and activities have meaning and relevance to their own lives. We also have a character education program, that our main curriculum Core Knowledge suggests, called Core Virtues. During the use of this program, the students are introduced to new vocabulary and a series of values that are important in their personal development.

A great percentage of our students are native Spanish speakers with great oral English skills, and also with limited English language skills. The instruction at American Academy is conducted in English; therefore, we made a gradual language immersion of students to the English instruction. We still recognize that the acquisition of the second language is one that takes little time if it is done appropriately and using the correct techniques. Daily practice in school with the reinforcement of the teacher, textbooks and the exposure to technology, helps the student to become confident and proficient in the second language. Teachers have received a number of training sessions and workshops in order to better understand that process and the individualities of our students.

The Faculty

American Academy's faculty is composed of qualified and certified teachers. When selecting our staff, we seek for professionals who are capable, motivated and willing to work with a very innovative curriculum and very demanding students. All teachers must be bilingual, have a great enthusiasm and love for children. We will attract the most competent and well-trained faculty members that can be recruited in Puerto Rico and abroad. Faculty members will identify and support the school's philosophy of education. They will also respect the uniqueness of each child and their desire to grow and learn within a very supportive educational program. Teachers and teacher assistant's performance and growth is regularly evaluated by the school administration.

Calendar

Our school year begins at the beginning of the month of August and ends by the end of May. Summer sessions and summer camp are also held during the month of June. The school calendar is very similar to most private independent schools in Puerto Rico. It includes the mayor local and national holidays which are observed by most schools in Puerto Rico. There will be vacation periods for: Thanksgiving, Christmas (including New Year and Three Kings Day), as well as Easter vacation.

License, Accreditation and Memberships

American Academy is licensed to work as a private educational institution in Puerto Rico. This license is issued by the Commonwealth of Puerto Rico, General Educational Council, ‘El Consejo General de Educación’. As we continued to grow and obtained the required years of operation and were able to prove the efficiency of our instructional method, the school obtained its accreditation by the ‘Comisión Acreditadora de Instituciones Educativas (CADIE), and Middle States Association of Colleges and Schools (MSA).

Our Academy is also a member of the Puerto Rico Private Schools Association, the Association for Supervision and Curriculum Development (ASCD), the National Association for the Education of Young Children (NAEYC), the National Association of Elementary School Principals (NAESP) and the Inside Private School Management.

Administration

Director

Mr. Ismael A. Torres Vera

Teaching/Education Related Experience: 21 years (four years as a Principal at American Academy in Gurabo, PR, three years as Principal in East Hartford, CT, five years as Assistant Principal in Hartford, CT and nine years as a bilingual teacher from Kindergarten to ninth grade).

Degrees: BA in Secondary Education at the University of Puerto Rico, MA in Bilingual Elementary Education at University of Connecticut, MA in School Administration and Supervision at University of Connecticut and Doctoral Studies in Technology Education at University of Connecticut.

Principal

Mrs. María S. De Jesús Escalante

Teaching/Education Related Experience: 26 years (three years as Assistant Principal at American Academy in Gurabo, PR, three years as Principal in San Juan, PR and 20 years as an elementary school teacher).

Degrees: BA in Psychology and Special Education at Turabo University, MA in bilingual Education at University of Buffalo and a MA in Special Education from City College in New York.

President and Administrator

Juan C. Consuegra Barquín, Esq.

Teaching/Education Related Experience: 10 years as Chief Operating Officer of the the ‘Corporación Educativa Ramón Barquín, Proprietor of American Military Academy in Guaynabo, PR, Co-founder of Kids R Kids Center in Puerto Rico and five years as a High School teacher and University Professor.

Degrees: BA in Business Administration at the University of Puerto Rico, Juris Doctor at Interamerican University, PR and LLM in International and Comparative Law at Georgetown University in Washington, D.C.

Co-Administrator

Mrs. María I. Lastra Power

Teaching/Education Related Experience: 11 years (four years as the Co-owner and founder of American Academy in Gurabo, PR, five years as Director of Kids R Kids (Quality Learning Center) in Guaynabo, PR, Co-founder of Kids R Kids Center in Puerto Rico and two years as a Preschool and Kindergarten teacher.

Degrees: BA in Elementary education at the University of Puerto Rico, 30 credits approved towards a MA in Preschool Education at the University of Puerto Rico



Admissions Information for the Pre-Pre & Pre Kindergarten Program

Admissions Goals:

American Academy seeks to enroll students, who are well motivated towards attending pre-school, who are able to meet the expectations of a quality pre-school program leading to a Kindergarten experience in a demanding school such as American Academy. These students will be challenged to adapt to and learn in environment where English is the language of instruction.

Students whose native language is not English and who are new to English as the language of instruction program, will spend their school day in the regular classroom immersed in the educational program. Teachers will be aware of their needs and these students will receive special help in their transition stage. We expect youngsters who attend our Pre-School Program to be toilet trained. All candidates are given careful consideration in the admissions process and any adverse decisions are made regretfully, but with the best interest of the child and the school in mind. Reasons for either acceptance or non-acceptance of applicants are made upon de consideration of many factors including assessment of readiness skills, language development, as well as an assessment of whether the school has the appropriate care and educational programs to meet the needs of the child. The final decision on admission of an applicant is based on the collective experience and judgment of the school administrators. All applicants are notified, in writing, of the decision of the committee on admissions within 14 days. Each applicant's admission folder and its content is the property of American Academy and may not be copied.

Admissions Procedures for the Pre School Program

1. All admissions correspondence should be sent to:

Admissions Office
American Academy, Inc.
Ciudad Jardín Resort
1085 Cohitre Ave.
Gurabo, Puerto Rico 00778

2. Applications will be considered when all of the following have been received:

- a. **The completed** Application Form.
- b. **Immunization Record** (original green form PVAC-3)
- c. A copy of the applicant's **Birth Certificate** & **Social Security Card**.
- d. An **entrance examination & personal interview** with the applicant and parent or guardian.
- e. A **non-refundable application fee** of \$100.00. Please note that an enrollment **deposit** of \$1,575.00 will become payable seven days after acceptance of the applicant to confirm the place offered.

The Admissions Committee considers applications and schedule for the test and interview when all necessary documents have been received. Applicants are notified promptly of the decisions of the committee. Upon confirmation of acceptance, students will be sent more specific information pertaining to entrance.

The required age for admission: Pre Pre-K - 3 years; Pre-K –4 years by August 31.



Admissions Information for the Kindergarten through Twelve Grade Program

Admissions Goals:

American Academy desires to attract students who are well motivated towards attending school, able to meet high standards and high expectations both in their academic and social endeavors. These students should demonstrate that they can adapt well to and learn in English as a language of instruction. Children applying for first through twelfth grade are expected to have a working command of the English language upon admission, in order to ensure that they can fully benefit from the educational program offered.

Students whose native language is not English, and who are new to English as the language of instruction program, will spend their school day in the regular classroom immersed in the educational program. Teachers will be aware of their needs and these students will receive special help in their transition stage.

All candidates are given careful consideration in the admissions process and any adverse decisions are made regretfully, but with the best interest of the child and the school in mind. Reasons for either acceptance or non-acceptance of applicants are made upon the consideration of many factors including: personal interview, assessment of readiness, school records and recommendations, the results of psychometric evaluations, as well as an assessment of whether the school has the appropriate educational programs to meet the needs of the child. The final decision on admission of an applicant is based on the collective experience and judgment of the school administrators.

All applicants are notified, in writing, of the decision of the committee on admissions within 14 days. Each applicant's admission folder and its content is the property of **American Academy** and may not be copied.

Admissions Procedures

1. All admissions correspondence should be sent to:

Admissions Office

American Academy, Inc.
Ciudad Jardín Resort, 1085 Cohitre Ave.
Gurabo, Puerto Rico 00778

2. Applications will be considered when all of the following have been received:

- a. The completed **Application Form**.
- b. A complete official **transcript** of the applicant's school record. Parents or Guardians should request an official transcript to be sent directly to American Academy from each school attended in the last three years. For applicants in grades 7th through 12th grade, the transcripts must contain a minimum of two school years.
- c. A recent **Psychometric Exam** performed by a licensed psychologist will be mandated for grades K or higher. The purpose of the exam is to aid in determining the applicant's readiness for success in the **American Academy's** educational program.

- d. **Immunization Record** (original green form PVAC-3)
- e. A **letter of recommendation** from a homeroom teacher or Principal of the school the student is presently attending (Form is included).
- f. A copy of the applicant's **Birth Certificate & Social Security** Card.
- g. **An entrance examination & personal interview** with the applicant and parent or guardian.
- h. A **non-refundable application fee** of \$100.00. Please note that an enrollment **deposit** of \$1,575.00 will become payable seven days after acceptance of the applicant to confirm the place offered.

The Admissions Committee considers applications and schedule for the test and interview when all necessary documents have been received. Applicants are notified promptly of the decisions of the committee. Upon confirmation of acceptance, students will be sent more specific information pertaining to entrance.

Required age for Admission

The required ages for admission are (**by August 31**):

- a. Pre-Pre-Kindergarten the child must be 3 years old
- b. Pre-Kindergarten the child must be 4 years old
- c. Kindergarten the child must be 5 years old

Admissions Nondiscriminatory Policy:

American Academy does not discriminate in its admission policies for reasons of sex, religion, race, or national origin.



After School Programs

1. After Care

In order to assist the families at American Academy, we have an after care program available for those who need those extra hours. The hours of the after care program are 3:00 - 6:00 p.m. (Monday-Friday). The services provided during that period of time are: Arts and crafts, table games, movies, playing time outside and more. Students are given time for them to do their homework. During that time, students will be given a snack and refreshment, which is included in the monthly fees.

The fees are as follows:

§ Whole month	\$200.00	Discounts:	
§ For a week	\$75.00		15% - 2 nd child and up
§ For a day	\$25.00		
§ If your child needs to be kept after school after the regular dismissal time, a fee of \$8.00 per hour will be posted onto your account. (For any hour or fraction of an hour)			

2. Sports

Sports 'training is also offered for students to be members of our teams. These training sessions are offered two days a week by our physical education teacher (s). A small registration fee is charged. Some of the sports are: volleyball, tennis, basketball, cross country, soccer, track & field and more.

3. Other services

- § Kinderdance
- § Tutoring
- § Supervised Studies
- § Sports Training
- § Catechism

These services are available and offered by other providers. If you are interested in these, you may inquire additional information at the office.

American Academy Payment Schedule



Tuition and Fees Payment Calendar:

- I.** Tuition and fees can be paid using one of the following methods.
 - a. Full year – parents will receive a 3% discount of the yearly tuition if the entire year cost is paid in full at the beginning of the school year.
 - b. By semester – parents will receive a 2% discount of the semester tuition if the entire semester cost is paid in full at the beginning of the semester.
 - c. Monthly – no discount is given when monthly payments are made. A payment plan will be developed by the school and given to the parent at the beginning of the school year. This payment plan stipulates the amount due each month. Monthly payments are due on the 1st day of each month.

(Note: Acceptance and entrance constitute a contract to pay the entire year's fee as specified on the payment schedule. There is NO reduction or reimbursement of any fees due to absences, withdrawal, or dismissal of the student (s).

- II.** Late Payment Fees and Regulations
 - a. A late payment fee will be charged to your account if payments are not received by the 5th day of each month.
 - b. Late payment fees are calculated at a rate of 1.5% of your monthly payment and past due balance.
 - c. Students will not be permitted to attend classes unless all outstanding payments have been made.
 - d. No records, diplomas, transcripts, recommendations or report cards will be released until all financial obligations have been met.

III. Dismissal Policy

AMERICAN ACADEMY, Inc. reserves the right to dismiss at any time a student who has proven, by his/her consistent actions or behavior, to be an unsatisfactory member of the school community. The school may ask a parent to withdraw a student who, in our opinion, does not meet the ideals, regulations and objectives of the Academy. No infraction of a specific rule may have to occur in order for this to take place. No reimbursement of any monies paid will be given. Parents are asked to sign and agree to this policy in order to be enrolled.



American Academy
Gurabo, Puerto Rico

APPLICATION FOR ADMISSION

School Year _____ Candidate for grade: _____

Applicant's Full Name _____
1ST Last Name 2nd Last Name First Name Middle Name

Home Address:

City _____ Zip Code _____ Home Phone _____

Mailing Address: _____

City _____ Zip Code _____ Applicant's Nickname _____

Birth Date : _____ Place of Birth _____ Age _____ Nationality _____

Language Spoken at Home _____ Social Security No. _____

Last School Attending _____ Years: _____

Address of the School _____

Applicant's Legal Guardian: () both parents; () father; () mother; () other: _____

Applicant's living arrangements: () both parents; () father; () mother; () other: _____

Father's Name _____ Home phone No. _____

Home Address (If different from above): _____

City _____ Zip code: _____ Father's Occupation _____

Place of Employment: _____ Business Phone No. _____

Cellular Phone No. _____ E-mail: _____

Marital Status : _____ Education Degree(s) _____

Mother's Name _____ Home phone No. _____

Home Address (If different from above): _____

City _____ Zip code: _____ Mother's Occupation _____

Place of Employment: _____ Business Phone No. _____

Cellular Phone No. _____ E-mail: _____

Marital Status : _____ Education Degree(s) _____

How long have you been living in Puerto Rico? _____ Years _____ Months

Emergency contact information:

Name	Relationship	Telephone 1	Telephone 2

Pick-up authorization: Name of people who you authorize to pick-up your child.

Name	Relationship	Phone No. 1	Phone No. 2

Tell us about your child: Please use this area to provide details regarding your child’s personality, attitude toward school, special gifts, talents, interests, concerns, or any other information that you feel we should know to better serve him/her at American Academy.

How did you hear about American Academy: _____

PLEASE READ BEFORE SIGNING

I understand and agree that my child’s acceptance to the American Academy depends upon the presentation of all documents required for admission, the entrance evaluation and fees. The admission committee determines the grade placement, admissions and course programs that my child will have. I agree to abide by all policies, regulations and procedures of American Academy as outlined in this agreement and in the school regulation handbook. All applicants are considered without regards to race, color, religion, gender, ethnic origins, or nationality.

Father Signature _____

Date _____

Mother’s signature _____

Date _____

