



Mansion Day School

Instilling Excellence...Transforming Generations

“Mansion Day School is so much more than just an outstanding educational institution. It is a place where seeds are planted, dreams are born and success is expected. This success is the product of a carefully laid comprehensive plan”.

We are committed to vigorously educate! Mansion Day School is a school that has dedicated itself to developing teaching practices and curriculum that equip students to learn how to learn. Our goal is to equip our students with habits of the mind and spirit that will provide them with an expertise to confront new situations and overcome new challenges with a steadfast resolve. We know that education is a journey and believe that if our students are to become positive contributors to society, they must become articulate communicators who can critically and creatively think.

We inspire our students to excel! Mediocrity is never accepted. Our students are excited to learn. They understand that nothing comes easy and that hard work produces great results. They are taught that the willingness to take risks, be innovative and embrace change shows courage. We inspire strong character and integrity by teaching them how to do what's right. We help to develop a passion for excellence by developing a love and enthusiasm for the learning process. We teach respect for others, their differences and their property. We teach the value of teamwork through cooperating, communicating and collaborating to achieve a common goal. We teach the value of time, where procrastination can prevent them from fulfilling their true potential. The entire student body participates in drama productions throughout the year, as they develop skills for the larger stage of life. We teach them that at this school, we are all family, not just a community. They understand that their success depends on the *entire family's* involvement and support.

We empower our students! We understand how important it is to instill at an early age, the understanding that they are brilliant, capable and that there is nothing they can't accomplish through hard work. Expectations are very high for all our students because we believe that there is greatness in each and every one of them. The early foundation of this belief begins with nurturing them in an environment where they feel safe and loved...our children thrive and put forth their best efforts because they know we care.

The synergy, dedication, and commitment of our faculty, supportive administration, visionary Board and involved parent community, form the collective foundation of an educational experience that should propel each of our students into greatness. We teach them the *art of commitment to excellence* as they establish the groundwork for life. Goethe, the German writer said, “At the moment of commitment, the entire universe conspires to your success.” We are their “universe”...for we understand that we have been given an uncommon opportunity. We consider it an honor to have the privilege of laying the strong foundation for the futures of these truly amazing young people. Mansion Day School students are well rounded and phenomenal! What we know for sure is that we have positioned our students for greatness and they are destined to contribute and change the world in such a dynamic way...that they will leave us all...*breathless!*

In the Spirit of Academic Excellence,

Dee James, Head of School

72 Woodland Avenue Columbus, OH 43203 Phone: 614.258.4449 Fax: 614.258.7001

Email: mdsoffice@mansiondayschool.org Web: www.mansiondayschool.org

Mansion Day School's Admissions Process Checklist

Preschool, Pre-Kindergarten & Kindergarten:

- ✓ **Step 1:** Please call the school to schedule a parent tour & student visitation day (all visitors must already be completely potty trained).
- ✓ **Step 2:** Submit the Admissions Application (Form A), a recent photo of the student, and the \$75 application fee on the student's visitation day.

Grades 1 through 5:

- ✓ **Step 1:** Please call the school to schedule a parent tour & student visitation day.
- ✓ **Step 2:** Give the Transcript Release Form (Form B) and Teacher Recommendation Form (Form C) to the child's current teacher/school. All forms should be mailed directly to Mansion Day School by the teacher and the current school. The elementary admissions process cannot be completed until these documents are received.
- ✓ **Step 3:** Submit the Admissions Application (Form A), a recent photo of the student, and the \$75 application fee on the student's visitation day.

Mansion Day School's Admissions Process Required Forms

Entering Grade	Form A (Application for Admissions)	Form B (Transcript Release Form)	Form C (Teacher Recommendation Form)
PS, Pre-K & Kdg.	X		
1st-5 th	X	X	X

Mansion Day School Visitation Day Procedures

- Arrival times will depend on the grade that your child is visiting. This information will be given to you at the time you schedule your child's visit.
- Check in at the main office to turn in the Admissions Application (Form A), a recent photo of the student, nap items, and the \$75 application fee.
- Any necessary medication must be dropped off in the office during check in time. If any medication is necessary please refer to Form D.
- Bring a lunch for your child.
- Expect to have your child assessed using standardized testing (grades K-5), a specialized assessment (preschool and pre-kindergarten), and teacher observation.
- Plan on picking your child up at 3:30.

Mansion Day School Acceptance & Enrollment Procedures

- When the application process is complete, the student's folder is then submitted to the admissions committee for consideration.
- Once a decision has been made, a formal decision letter is sent to the parent/guardian.
- If a student has been accepted, enrollment materials will be given to the parent/guardian. A prompt reply and return of the signed tuition agreement, along with the nonrefundable deposit, is necessary to reserve a space for the student.
- A student is enrolled when all required enrollment forms, including a shot records form, Child Health Record, Ohio Health History and a copy of the child's birth certificate, are turned into the office.

Mansion Day School Profile

Mission Statement

Mansion Day School is a coeducational preschool through 5th grade preparatory day school that embraces diversity and instills confidence. The school's challenging curriculum, affirming environment and high expectations produce a foundation for global leadership development. The entire Mansion Day School community enjoys a strong sense of family. It is here, where students know they are valued and celebrated daily in an atmosphere designed to maximize their individual potential.

Purpose, Goals, & Philosophy

In order to accomplish the school's mission, Mansion Day School is committed to creating and maintaining a challenging and rigorous academic program including (but not limited to) the following:

- Celebrating excellence and cultivating a personal commitment to learning
- Developing the confidence to lead, compete in, and contribute successfully to a global community
- Developing critical and creative thinking skills
- Respecting independent thinking
- Appreciating valued traditions
- Promoting ethical and moral conduct while respecting cultural diversity and individual differences
- Developing communication, research, and organizational skills
- Participating in the performing arts as well as a variety of co-curricular and extra-curricular activities
- Fostering a strong sense of individual and community responsibility
- Utilizing advanced technology
- Laying the foundation for a lifetime of academic excellence

Enrollment 2014-2015

Total Enrollment: 97 students

Preschool: 31

K-5: 66

Average Class Size: 11:1



Mansion Day School Admissions Application 2015-2016

FORM A

- Enrollment Process**
1. Parent Tour /Interview with Head of School
 2. Application and payment of \$75 registration fee
 3. Student visit for in school assessment
 4. Provide school records & teacher recommendation
 5. Board approval
 6. Contract completion

Print or type and return this application to the main office. Please complete ALL information.

Student Data

Last Name	First	Middle	Name Used
Age as of 9/30/15	F/M Sex	____/____/____ Birth Date	_____ Place/County of Birth
Current School		School Phone	School Fax
Home Address		City	State Zip
County of Residence	Home Phone	Cell Phone	E-Mail

I give permission for my child's photo to be used in marketing advertising/including but not limited to the Mansion Messenger. _____

Parent Signature and Date

Family Data

FATHER/GUARDIAN			MOTHER/GUARDIAN		
Name in Full (Dr., Mr.)	Name Used		Name in Full (Dr., Mrs., Ms.)	Name Used	
Home Address			Home Address		
City	State	Zip	City	State	Zip
Home Phone		Cell Phone	Home Phone		Cell Phone
Place of Employment		Position	Place of Employment		Position
Work Phone		Preferred E-Mail	Work Phone		Preferred E-Mail
Parents' Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Separated			<input type="checkbox"/> Divorced <input type="checkbox"/> Single		
Living Arrangements of Applicant: <input type="checkbox"/> Both parents			<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other		
Has this applicant ever been: Dismissed from any school? <input type="checkbox"/> Yes <input type="checkbox"/> No			Asked to withdraw? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No			Received disciplinary action? <input type="checkbox"/> Yes <input type="checkbox"/> No		

If "Yes" to any question(s), please attach full details-student name, name of school, year, and contact person for details.

Has your child had previous discipline problems? _____
Please list talents, interests, hobbies, club members, and activities: _____

Mansion Day School

72 Woodland Ave.
Columbus, Ohio 43203
614-258-4449
614-258-7001 (fax)

Transcript Release Form

Form B

TO THE PARENT OF THE APPLICANT: Please complete this form, sign below, and then submit this form to your child's current school.

Present School Information:

Name of School _____

Principal/Administrator _____

Address _____

Telephone _____

Student Information:

Name of Student _____

Date of Birth _____

Address _____

Please provide the information checked below.

- ✓ Attendance Information
- ✓ Recent Report Card and Grade Completed
- ✓ Testing Results
- ✓ Family Background Information
- ✓ Behavioral Ratings
- ✓ Discipline Record
- ✓ Psychological Reports

Is there an outstanding balance on this student account? Please circle **Yes** or **No**

I understand that only the information checked above will be released, and only to the persons listed. I have been given the opportunity to review these records prior to signing for their release.

Parent Signature _____ Date _____

For Office use only:

Date information was received: _____ Initials: _____

Mansion Day School

Teacher Recommendation

Form C

The following student, _____, is being considered for admission to **Mansion Day School**. Your assistance in evaluating this student would be most appreciated. The enrollment process cannot be completed without this recommendation.

Date: _____ Teacher's Name: _____

School: _____ Grade/Subject Taught: _____

Personal Characteristics: Please check the appropriate level. If unable to judge, please write NA.

Leadership Qualities	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Relationship w/Peers	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Relationship w/Adults	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Sense of Fair Play	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Motor Coordination	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Self Confidence	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Self Motivation	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Level of responsibility	<input type="checkbox"/> Always	<input type="checkbox"/> Usually	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Rarely
Emotional Maturity	<input type="checkbox"/> Very Much	<input type="checkbox"/> Average	<input type="checkbox"/> Some what immature	

Academic Performance: Please check the appropriate level. If unable to judge, please write NA.

Ability to work in group	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Ability to work independently	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Organizational skills	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Ability to comprehend information				
express orally...	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
...and via written work	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Attention span	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Academic level	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Study Habits	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Level of Creativity	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Attendance	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor

To give a more complete picture of the candidate, please answer the following:

1. What positive characteristics have you observed in this student?

2. In what areas does this student need the greatest development?

Teacher Signature _____ Date _____

Return to:

Mansion Day School

72 Woodland Ave. Columbus, Ohio 43203