

Special Music School
at Kaufman Center

Admissions 2011 – 2012

**APPLICATION DEADLINE FOR
ADMISSION 2012-2013:**

**KINDERGARTEN:
DECEMBER 16, 2011**

**1ST & 2ND GRADE:
JANUARY 27, 2012**

To: Parents or Guardians of Applicants to the Special Music School

We are pleased to send you a 2012 – 2013 application package for the Special Music School at Kaufman Center. The enclosed materials explain the application process as fully as possible. You can also review the Special Music School section of our website, located at www.kaufman-center.org.

Please be sure to provide us with information on how and when best to reach you by phone, fax and email, in order that we may schedule your child for assessment. Also please note that there is an application fee of \$25, payable by check, money order or cash (check/money order made out to "**Kaufman Center.**" Please see the accompanying instruction sheet for details). If you are unable to pay the application fee, you may indicate so on the top of the application form, and the fee will be waived.

Please contact the Admissions Office if you have any questions: smsa@kaufman-center.org or 212 501 3390. Because of the high volume of work that passes through our office, email is the preferred communication method. If you do choose to phone, please leave a message, and we will get back to you as quickly as we can. **We highly recommend that upon applying, you add the SMS Admissions e-mail to your e-mail provider's safe list: smsa@kaufman-center.org.** Although we make every attempt to be sure that our communications are received, adding the admissions e-mail to your address book/safe list will prevent our notices from going to junk mail.

We look forward to meeting you and your child in the coming months.

Sincerely,

Katherine Banucci-Smith
Principal

Jenny Undercofler
Music Director