



parents League  
of new york

115 East 82nd Street  
New York, New York 10028

Tel 212 737 7385  
Fax 212 737 7389

parentsleague.org

# Instructions for Filing School Membership Application

To become a Parents League Member School, an independent or proprietary ongoing or boarding school must have been *in existence for five years* and be accredited by a regional accrediting association or an international accrediting body with a recognized evaluation process. A preschool must be licensed with the NYC Department of Health and Mental Hygiene/Bureau of Child Care and be in existence for three years.

## Please complete the following steps for filing an application as a Parents League Member School:

1. Complete the attached application.
2. Provide letters of proposals from Heads of **two** Parents League Member Schools. Heads of Schools may email letter of proposal directly to Barbara H. Scott, Executive Director at [bscott@parentsleague.org](mailto:bscott@parentsleague.org) and follow up with a hard copy via mail.
3. Pay \$125.00 application fee.
4. Email the completed application in PDF format to Barbara H. Scott ([bscott@parentsleague.org](mailto:bscott@parentsleague.org)) or mail the form to Parents League of New York, 115 East 82<sup>nd</sup> Street, New York, NY 10028.

**For New York City Schools:** Once we have received your completed application and required letters, we will contact you to set up a site visit. Following the site visit, your application will be presented to the board for approval as a member school.

**For Country Day and Boarding Schools:** Once we have received your completed application and required letters, your application will be presented to the board for approval as a member school.

# School Membership Application

## School Information

\_\_\_\_\_

School Name

\_\_\_\_\_

School Address

\_\_\_\_\_

School Telephone

\_\_\_\_\_

Date of Founding (Month/Year) School Website Address

\_\_\_\_\_

Head of School Head of School's Email Address

### For Proprietary Schools:

\_\_\_\_\_

Name of Owner Owner's Email Address

## Contact Person (For Application Process)

\_\_\_\_\_

Name Title

\_\_\_\_\_

Direct Phone Number Email Address

A statement of the school's mission and objectives (attach additional sheet if necessary)

\_\_\_\_\_

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\_\_\_\_\_



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## School Profile

**Please check all that apply:**

- |  |                                    |  |
|--|------------------------------------|--|
| <input type="checkbox"/> Early Childhood | <input type="checkbox"/> Nonprofit | <input type="checkbox"/> Proprietary   |
| <input type="checkbox"/> Cooperative     | <input type="checkbox"/> Ongoing   | <input type="checkbox"/> Single Gender |
| <input type="checkbox"/> Coed            | <input type="checkbox"/> Religious | <input type="checkbox"/> Secular       |

Earliest Grade or Age \_\_\_\_\_ Last Grade or Age \_\_\_\_\_

## Current Year Enrollment

**For NYC and Country Day Schools:**

Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total Enrollment \_\_\_\_\_

Tuition Range: \_\_\_\_\_ Financial Aid offered: \_\_\_\_\_ YES \_\_\_\_\_ NO

Percentage of students receiving financial aid: \_\_\_\_\_

**For Boarding Schools:**

Boarding Enrollment: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total Boarding \_\_\_\_\_

Day Enrollment: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total Day \_\_\_\_\_

Total Enrollment: \_\_\_\_\_

Tuition Range: \_\_\_\_\_ Financial Aid offered: \_\_\_\_\_ YES \_\_\_\_\_ NO

Percentage of students receiving financial aid: \_\_\_\_\_

## Accreditation

**For NYC, Country Day and Boarding Schools:**

Schools must be accredited by NYS AIS or by one of the regional accrediting agencies, or by an international accrediting body with a recognized evaluation process.

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1) Name of Accrediting Organization

Membership Status (Full or Provisional)

2) Additional Name of Accrediting Organization

Membership Status (Full or Provisional)

**For NYC Early Childhood Programs:**

New York City Preschools must be licensed by the New York City Department of Health and Mental Hygiene.

Date of Issuance of New York DOHMH License	Name on License	License#
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Other Licensing Organization	Date of Issuance	Name on License	License#
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**Administrators**

Director of Admissions	Title	Email
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Lower School Head	Title	Email
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Middle School Head	Title	Email
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Upper School Head	Title	Email
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**Board of Trustees**

Name of Board Chair

Board Chair Email Address

List names and titles of Officers of the Board of Trustees, or if organized under other auspices, legally responsible persons (attach additional sheet if necessary)

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## References

Please list two Parents League Member School Heads who will send reference letters on behalf of your school.

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Name of School Head	School Name	Email	Phone
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Name of School Head	School Name	Email	Phone
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## Application Fee

A non-refundable \$125 fee must accompany this application.

**Form of Payment:**

Please make checks payable to Parents League of New York, Inc.

- Check (enclosed)     Credit Card\*

If paying by credit card, a digital invoice will be emailed via PayPal with a payment link. Please provide email address to receive the payment link:

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*The Board of Directors may deny membership to any school or remove any school from its current membership if the school has lost its accreditation or licensure or if, in the opinion of the Board of Directors, the school has failed to maintain the standards of similar types of New York City, Country Day or Boarding Member Schools.*