



## **Application Procedure/Checklist**

The applicant is responsible for ensuring that all steps in the application process are completed. Please use this checklist to keep track of items that need your attention.

### **\_\_\_ PRINCIPAL AND PARENT INTERVIEW**

A Principal and Parent Interview is the best way to understand what RiverTree has to offer. Parents will receive a loaner copy of the Parent Handbook. A personal interview with the School Principal is required for each family applying to RiverTree. Please call the school office to arrange an appointment. A personal interview for each new sibling applying to RiverTree is not mandatory, but may be requested. An additional parent interview with School Board members may be requested after the completion of the Entrance Examination.

### **\_\_\_ RIVERTREE COMMITMENT**

The RiverTree Commitment elaborates on Charlotte Mason's idea that "education is an atmosphere, discipline, and a life." Parents will receive a copy of the RiverTree Commitment in the admissions packet.

### **\_\_\_ BOOK READINGS**

It is very important that home and school be largely philosophically aligned in matters of education. The book *For the Children's Sake: Foundations of Education for Home and School*, by Susan Schaeffer Macauley is a good description of both RiverTree's philosophy and of the kind of school we strive to be. Therefore, this book is our required reading for parents. If you find that it is a good description of your heart's desire for your children, then RiverTree School may be a good fit. If the book raises questions in your mind, please ask them.

### **\_\_\_ APPLICATION FORM AND FEE**

The application must be completed by the parents/ guardian and returned to the RiverTree School office. A non-refundable fee of \$100 per family must accompany the application form. This is a one-time fee per family. However, if an offer of admission is made and declined by the family, the application fee will need to be paid again before a subsequent application would be considered.

### **\_\_\_ APPLICANT EXAMINATION**

A testing appointment will be scheduled after the application has been received. The \$50 examination fee per child is due at the time of testing. Each applicant is required to take an entrance examination.

## **\_\_\_\_ TRANSCRIPT**

The applicant's educational records should be sent to RiverTree School. This may include report cards, standardized aptitude and/or achievement test scores, immunization records, etc.

## **\_\_\_\_ MEDICAL FORMS**

A copy of the applicant's current and up-to-date immunization record must be sent to the school upon notification of acceptance.

In compliance with Minnesota Statutes Section 121A.15, children enrolled in RiverTree School must have a completed immunization record signed by a parent or guardian on file with the school. In order to be enrolled children must either have a) up to date immunizations, b) a medical exemption certified by a physician, or c) a conscientious exemption signed by the child's parent or guardian and notarized. Completed immunization records are due to the school office on or before the first day of school. Your child will not be able to attend school until records are complete and current.

The Minnesota Department of Health Pupil Immunization Record form can be downloaded at: <http://www.health.state.mn.us/divs/idepc/immunize/pupilimzrec.pdf>. It is also available in the school office.

## **\_\_\_\_ ACCEPTANCE LETTER /ENROLLMENT AGREEMENT/PARENT COMMITMENT**

Upon completion of the application process, the RiverTree office will contact parents by phone or in writing to inform each family of the student's acceptance. Both the Enrollment Agreement and Parent Commitment must be completed, signed, and returned with a \$500 non-refundable enrollment deposit for the first child, and a \$300 non-refundable deposit for each subsequent child. The maximum deposit per family is \$1,100. (nonrefundable). Receipt of these forms and this deposit will secure a space for your child. The deposit will be applied to the tuition balance due for the school year.

## **\_\_\_\_ PAYMENT OF TUITION**

Families have the option of paying tuition in full by cash or check by August 1. As an alternative, tuition payments may be made throughout the school year through FACTS Management Company. Please contact the school office to discuss payment options through FACTS Management Company.

## **\_\_\_\_ PARENT HANDBOOK/SCHOOL CALENDAR**

Please visit the school website for the school calendar and RiverTree School's *Parent Handbook*.

## Tuition 2018-2019

Grade	Tuition
Kindergarten	\$5,030 per year
First Grade	\$6,230 per year
Second Grade	\$6,700 per year
Third Grade – Eighth Grade	\$7,520 per year
High School	\$7,980 per year

### Application and Entrance Examination Fee (New Students)

A non-refundable application fee of \$100 per family must accompany the completed application form. This is a one-time fee. A \$50 entrance examination fee per child is due at the time of testing.

### Enrollment or Re-enrollment Deposit

An enrollment deposit of \$500 for the first child plus \$300 per additional child is due upon formal written acceptance of a student into the school. (Max deposit per family is \$1,100) This deposit represents our mutual commitment: your commitment to pledge financial resources to provide a RiverTree education for your child; and our commitment to save a place for your child, to proceed with hiring faculty and staff, and to ensure proper classroom space and learning environment. This deposit will be applied to the tuition balance due for the school year, and is non-refundable.

### Refund Policy

Because of our commitment to provide the best learning environment for your child, decisions to hire teachers, rent property and purchase curriculum, supplies, and equipment are made in the spring prior to the beginning of the school year. These financial commitments made by us are based upon the number of students enrolled; therefore, **RiverTree School has a no refund policy.** Refunds of any tuition or related fees will not be granted should the family decide at any time to withdraw their child from RiverTree School. Additionally, as a result of a student's withdrawal or termination of enrollment, no waiver or forgiveness of tuition and related fees for the full school year will be granted for amounts due. This applies before or after school opens or throughout the school year. Transcripts and/or school records will not be released for any child until all tuition balances owed by the family are paid in full.

### Non-discrimination

RiverTree School does not discriminate on the basis of race, color, sex, or national or ethnic origin.

## **Applicant Information**

For Admission Fall/Spring, \_\_\_\_\_ Grade \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Applicant's Full Name \_\_\_\_\_  
(First) (Middle) (Last)

Applicant's Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_ Home Phone \_\_\_\_\_

*RiverTree School admits students of any race, color, sex and national or ethnic origin.*

## **Academic Information**

Applicant's Current School \_\_\_\_\_ Phone \_\_\_\_\_

School Address \_\_\_\_\_

*Other schools attended (include addresses, grade levels, and dates of attendance below).*

Has the applicant ever been dismissed from school? \_\_\_\_\_ Suspended? \_\_\_\_\_

*If yes to either of these questions, please give a full explanation on a separate sheet of paper, noting names of schools and dates of attendance.*

Describe your child's academic strengths.

Describe any particular circumstances (reading difficulties, learning disabilities, etc.) that should be taken into consideration when reviewing your child's school record.

Describe any physical limitations which would not allow the applicant to participate fully in any academic or athletic program at RiverTree School.

**Family Information**

**Father's Full Name** \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**Mother's Full Name** \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**Address of Father or Mother if different from Applicant**

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**Please list siblings other than applicant.**

<b>Children</b>	<b>Date of Birth</b>	<b>Current School</b>
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We publish a school directory for families. If for some reason you do not want you phone, email address or address made available to the rest of the RiverTree community, please contact our admissions office.

If you were referred to RiverTree School by another RiverTree family, please indicate their name here.

\_\_\_\_\_

## Parent Questionnaire

Please take the time to thoroughly answer the following questions on a separate sheet of paper and include it with your application:

1. Why are you considering RiverTree School for your child?
2. What are your expectations of RiverTree School?
3. Tell us about your family's religious practices?
4. Will you support the Charter of Ambleside Schools International and the RiverTree School Personal Code of Conduct as outlined in the RiverTree School Parent Handbook?
5. Are there any family circumstances that might affect performance and of which we should be aware? If so, please explain.
6. RiverTree School does not tolerate the use or possession of drugs (including alcohol, marijuana, or paraphernalia). RiverTree School also prohibits the possession of weapons on campus. RiverTree School will dismiss a student for violation of these policies. Will you support these policies?
7. RiverTree School believes it is important to promote the habits necessary for good work. Therefore, if a student fails to diligently use class time to do work assigned, he or she may be required to stay after school, stay in from a break, or come in early to make up for the time that was lost. Will you support this policy?
8. If your child is lacking in skills or knowledge, will you take the responsibility to ensure your child's growth through tutoring, summer school, or additional reinforcement at home?

*Our signatures below confirm that all information given in this application and related forms is correct to the best of our knowledge. We understand that any omission, misrepresentation of the facts, falsifying or withholding of information in completing this application and all required documents constitutes grounds for immediate withdrawal of the application, cancellation of admission, and/or termination of enrollment at RiverTree School.*

*We also understand that RiverTree School has a no refund/no tuition forgiveness policy: 1) All tuition and related fees are due on or before the payment deadline or according to the FACTS tuition payment plan. 2) In cases of withdrawal or termination of enrollment, no refunds of previously paid tuition and fees or waivers of future FACTS payments will be given.*

*Further, we understand that upon enrollment we are expected to become familiar with and abide by the rules and regulations as set forth in the RiverTree School Handbook.*

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Father's Signature

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Date

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Mother's Signature

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Date

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Guardian's Signature

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Date

## Request for Student Records

Name of Student: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Grade: \_\_\_\_\_ in Spring / Fall of \_\_\_\_\_ Date: \_\_\_\_\_

This student has enrolled at RiverTree School. We are requesting the transcripts, health records, grades, test scores and/or any student information, including discipline records, pertaining to this student.

Thank you for your prompt attention to this request. Sincerely,

Rodney G. Nelson  
President

Name of Prior School: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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Signature of Parent: \_\_\_\_\_