



Since 1983

SWAN SCHOOL

Creative Independent Education

K-6 ADMISSIONS PROCESS

We take a number of factors into consideration when creating our balanced classrooms, including:

- Gender, age and learning-style balance
- Overall size of classes
- Individual students' needs and abilities
- Whether or not the child has a sibling enrolled at Swan School

With these factors in mind, our process is as follows:

1. When a family makes an initial inquiry, a school representative (teacher, secretary, director, board member) talks with parents about school, directs them to the website, answers questions, etc.
2. Interested parents schedule an appointment to visit the school to have the teacher see how their child functions in the classroom. Parents are welcome to visit the classroom without the child to determine the suitability of Swan School for their child prior to scheduling a teacher observation.
3. Parents and teacher will schedule a classroom visit for the child, where the teacher will have an opportunity to observe the child in the class.
4. Parents complete and submit the **Application for K-6** form.
5. Parents provide the child's former teacher (as applicable) with the **Referral Questionnaire** and request that the teacher mail the completed form directly to Swan. The application will not be considered complete until we have received this form.
6. In early spring of each year, currently enrolled families are asked to indicate their intent to return so that we know how many spaces we have available for new students. At that time an admissions team consisting of the teachers, Director, and Board Chair will review pending **Applications for K-6**, the classroom visit evaluations, and the **Referral Questionnaires** in the order in which they were received. Applications for mid-year enrollment will be processed as they are received.
7. As soon as applications have been reviewed, a letter will go out to parents letting them know if their child has been accepted or not.
8. Once an acceptance letter is received, parents have 10 days to submit a deposit (one month's tuition) and a signed **Enrollment Contract** in order to secure their child's space. Annual registration materials will be mailed in late summer, in advance of the in-person registration day in late August.
9. There is a 4-week trial period to confirm that Swan School is the right fit for your child. At the end of this period parents can withdraw their child, or the school can request the withdrawal of the child, and parents will be refunded their deposit.