

## Admissions Process: From Inquiry to Enrollment

### **Step One: Inquiry**

Please call or visit our website to request an admissions packet and schedule a campus tour. Our website will help you gain an initial sense of Redwood Day School. Curriculum, program information, admissions policies and application materials are available on the website. Once you submit your contact information, you will receive an admissions packet, as well as notices of upcoming admission events and deadlines.

### **Step Two: Visit Redwood Day School**

We welcome each family to visit the School as often as you like and require at least one visit prior to enrollment decisions. Please attend any or all RDS admissions events, including open houses and tours, as described below.

#### *Open Houses – Weekday*

Event Dates: November 4 & December 9, 2009

The weekday open house is designed to offer parents and guardians a broad overview of the School. Middle school students guide visitors around campus, briefly stopping in classrooms. Visitors will interact with our older students and hear their perspectives of Redwood Day School. This tour is followed by a question and answer period with our Head of School, Director of Admissions, and Division Directors. The event begins at 9 a.m. and will end by 10:45 a.m.

#### *Open Houses – Saturday*

Event Dates: October 24 & November 21, 2009

Lower School: 10:00-11:30 a.m. (visit grades K-3)

Middle School: 1:00-2:30 p.m. (visit grades 6-8)

The Saturday open house provides a hands-on experience of RDS. Prospective guardians (and middle school student applicants) will be led in class-size groups on a rotation through four classrooms where teachers will demonstrate 5-10 minute mini-lessons. The opportunity to interact with RDS teachers is followed by a question and answer period with our Head of School, Director of Admissions, and Division Directors.

#### *Parent Led Campus Tours*

Event Dates: multiple, please reference the enclosed calendar

These small group tours are led by volunteer parent guides. We offer tours by appointment only from October through January. Current RDS parents lead small groups of prospective parents and guardians on a campus tour, briefly visiting various classrooms. Attendees hear a parent's perspective of Redwood Day School and see classes in session. Tours are one hour and are followed by a half hour question and answer session with our Head of School, the Admissions Office, and Division Directors.

### **Step Three: Submit your Application**

Due Date: January 13, 2010

Applications for the upcoming school year become available in September and, to be considered during the regular admissions season, must be returned no later than January 13, 2010. You may submit your application online, by mail, or in person. Middle School applicants should complete the K-8 application form as well as the Middle School supplemental application. We will send a letter or email confirming receipt of your application.

After the application deadline, we accept applications on a space-available basis for the current academic year. Families should call before submitting an application in order to confirm space. We do not enroll students for the current year any later than December.

*Note: If you are submitting a priority application, meaning you are a faculty/staff member or have a child currently attending RDS, please ask the Admissions Office for priority assessment dates and deadlines.*

# REDWOOD DAY SCHOOL

## **Step Four: Student Assessments, Visits, and Testing**

### *Assessments*

Kindergarten/1<sup>st</sup> Grade Assessments: January 9, February 6, 20 & 27, 2010

2<sup>nd</sup> & 3<sup>rd</sup> Grade Assessments: February 3, 2010

4<sup>th</sup> Grade Assessments: February 4, 2010

5<sup>th</sup> Grade Assessments: February 5, 2010

Middle School Assessments: January 23 & February 18, 2010

Our assessments allow the Admissions Committee and faculty to observe children in academic and social settings. An assessment is not meant to be stressful and is one way we determine how the student would fit within the learning community at Redwood Day School.

Kindergarten and First Grade assessments are developmental and are not designed to test skills but, rather, to determine the developmental readiness of a child for our program. Assessments for grades 2-8 involve informal interviews and homework packets that may include reading, writing, math, and spelling components. Middle School assessments are conducted in groups and involve small and large group activities and games in addition to an academic packet completed in an RDS classroom.

We remind students that the assessment is not an opportunity to “test in” or “test out” of our program but that it is a method of helping us gain a more complete picture of an individual’s strengths and challenges in relation to the rest of the class.

### *Classroom Visits*

4<sup>th</sup> & 5<sup>th</sup> Grade visit dates: February 4-5, 2010

Applicants to 4<sup>th</sup> and 5<sup>th</sup> grades are invited to spend an hour in their current grade to get acquainted with their peer group and Redwood Day School. These visits are optional and must be scheduled in advance with the Admissions Office.

Middle School visit dates: February 22-25, 2010

Applicants to 6<sup>th</sup>-8<sup>th</sup> grade are invited to spend a morning or afternoon in the grade to which they are applying. Each visitor will be paired with a host in his or her applicant grade. The host will introduce the visitor to classes, friends, teachers, and daily life at RDS. These visits must be scheduled in advance.

### *Independent Schools Entrance Examination (ISEE)*

The ISEE is a required part of the middle school application. We consider the ISEE as one part of the applicant’s academic profile and appreciate the additional information it provides when considered in conjunction with the rest of a student’s application and visits. Applicants to grades 6-8 at Redwood Day School must complete the ISEE exam no later than 2/6/10. Registration should be completed by early January. To schedule an ISEE exam, please log on to [www.erbtest.org](http://www.erbtest.org) or call (800) 446-0320.

# REDWOOD DAY SCHOOL

## **Step Five: Complete your Redwood Day School Admission File**

An admission file is complete when it contains the following:

- Application and application fee. We suggest making a copy for your records.
- Written responses to parent questions. Please use a separate sheet of paper to respond to these questions and do not write them on the application.
- Middle School applicants: Supplemental application page completed by the student.
- Teacher recommendation forms (1 required for K-1 applicants and 2 required for 2-8 applicants). One should be from the student's current teacher. Forms must be sent to RDS directly by the teacher.
- Transcripts and any test scores from the student's last two years of school. You must sign and submit the provided Record Release form to your child's current school. Transcripts will then be sent directly to RDS.
- Copy of the applicant's most recent report card.
- Assessment and visit: Based on your indicated preferences, we will assign and communicate assessment and visit dates. Please call us to make any necessary changes to your appointment time.
- One page writing sample (Middle School applicants only). The writing sample should be a copy of a short story, part of a report, or poem that was completed for his or her current class.
- ISEE results. Any applications to 6<sup>th</sup>-8<sup>th</sup> grades will not be considered complete until ISEE results are received by Redwood Day School. Please register for a test before our applications are due. The test date should be no later than February 6, 2010. [www.erbttest.org](http://www.erbttest.org) or (800) 446-0320

### **Deadlines and notification dates:**

- December 3, 2009: Priority application deadline! Priority applicants either have a sibling already attending RDS or are children of RDS faculty and staff.
- January 13, 2010: Application deadline!  
Financial aid application deadline—please call for more information.
- March 12, 2010: Enrollment decision notification date. Please feel free to call the Admissions Office on this date.
- March 19, 2010: Contracts and enrollment deposits are due to RDS by 10:00 a.m.

**The Admissions Committee will not be able to consider incomplete files.**

**For more information, please visit [www.rdschool.org](http://www.rdschool.org) or call us at 510-534-0804 ext. 224**

*Redwood Day School admits students of any race, color, religion, disability and national or ethnic origin, and accords to them all the privileges, programs and activities made available at the school. It does not discriminate on the basis of race, color, religion, disability, sexual orientation, gender identity, gender expression, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan payments, athletic and other school administered programs.*