

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, with at least one visit prior to enrollment decisions. Please attend any or all RDS admissions events.

Open Houses

Event Dates:

Lower School (K-5): October 15 & November 19, 2011, 10:00-11:30 a.m.

Middle School (6-8): November 19, 2011, 1:00-2:30 p.m.

The Saturday open house provides a hands-on experience of RDS. Prospective guardians (and middle school student applicants) will rotate through four classrooms where teachers will demonstrate 5-10 minute mini-lessons. The opportunity to interact with RDS faculty 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 in order to share another view of RDS. We offer tours from October through January. Visitors are introduced to the campus and visit a variety of classrooms. Attendees experience a parent's perspective of Redwood Day School, observe classes in session, and have the opportunity to connect with Division Directors. One hour spent in classrooms is followed by a half hour question and answer session with our Head of School and the Admissions Team.

□ Step Three: Submit your Application

Courtesy Due Date: December 1, 2011

Final Due Date: January 12, 2012

Applications for the upcoming school year become available in mid September and, to be considered during the regular admissions season, must be returned no later than January 12, 2012. Although applications are not due until January 12, 2012, we ask that families who are ready to apply earlier do so by December 1. This allows the Admissions Office more time to thoughtfully read, and get to know, all applicant files. This also allows families a much-needed break from admissions before they begin student visits and assessments in January and February. You may submit your application online, by mail, or in person. We will send a letter or email confirming application completion within a week of receiving 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 inquire whether there is a space available. We do not enroll students for the current year any later than December.

Note: If you are submitting a priority application (as a current RDS family or current RDS faculty/staff) please ask the Admissions Office for priority assessment dates and deadlines.

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□ Step Four: Student Assessments, Visits, and Testing

Assessments

Kindergarten/1st Grade Assessments: January 21, February 11 & 18, 2012 (Saturdays)

2nd & 3rd Grade Assessments: February 2, 2012, 9:00-10:30 a.m.

4th & 5th Grade Assessments: February 9, 2012, 9:00-11:00 a.m.

Middle School Assessments: February 4 & 21, 2012

Our assessments allow the Admissions Committee and additional 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 as much as to determine the developmental readiness of a child for our program. Assessments for grades 2-8 involve informal interviews and homework packets that 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.

Classroom Visits

4th & 5th Grade visit date: February 9, 2012 (combined with assessment)

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

Middle School visit dates: Tuesday, February 7—Thursday, February 9, 2012

Applicants to 6th-8th 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 with the Admissions Office.

Independent Schools Entrance Examination (ISEE)

The ISEE is required for application to the Middle School. 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. RDS applicants to grades 6-8 must register for the ISEE before 1/12/12 and complete the exam no later than 2/4/12. RDS hosts the ISEE on 12/3/11 and 1/7/12. To register, please log on to www.erbtest.org or call (800) 446-0320.

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Step Five: Complete your Redwood Day School Admission File

An admission file is complete when it contains the following:

- Application: Please make a copy for your records.
- Application fee of \$80.
- Written responses to parent/guardian questions. Please attach a separate sheet of paper for your responses 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.
- ISEE results. Applications to 6th-8th grades will not be considered complete until ISEE results are received by Redwood Day School. Please register for a test as soon as possible, and no later than January 12, 2012, to ensure availability. The test date should be prior to February 4, 2012. www.erbtest.org or (800) 446-0320

Deadlines and notification dates:

- November 15, 2011: *Priority* application deadline! Priority applicants either have a sibling already attending RDS or are children of RDS faculty and staff.
- December 1, 2011: Courtesy Admissions application deadline.
- **January 12, 2012: K-8 Admissions Application deadline!**
- January 31, 2012: Financial aid application deadline—please call for more information.
- March 9, 2012: Admissions decision notification date. You will receive a written admissions decision in the mail on this date and may also call the Admissions Office for a verbal decision.
- March 16, 2012: Contracts and enrollment deposits are due to RDS by 10:00 a.m.

For more information, visit www.rdschool.org or contact the Admissions Office:

Cheryl Ting, Director of Admissions: 510-534-0804 ext. 222, cting@rdschool.org

Katrina Lappin, Associate Director of Admissions: 510-534-0804 ext. 224, klappin@rdschool.org

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. The School 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.