



Urban Oak School Enrollment Process & Admissions Policy

Enrollment Process

Urban Oak School's goal is to build a strong community in which parents, teachers, and the administration work together to honor each child within the values and spirit of an education inspired by the Waldorf philosophy of education. To build a culture and environment within our classes and our school community that honor these values, parents and teachers are asked to make a commitment to participate and volunteer in school activities such as class parent evenings, festivals, educational workshops, and fundraising. We look forward to fostering this relationship with parents, and assisting parents as they develop a deeper understanding of the principles of Waldorf education that will, in turn, support the development of a healthy child and a vibrant community.

Requesting an Application: You may request an Application by submitting the electronic request form at www.urbanoakschool.org/enrollment, or by contacting admissions at admissions@urbanoakschool.org.

Enrollment Process: Urban Oak School's enrollment process has four steps. The enrollment process may be adjusted for families enrolling mid school-year.

1. **Application and Application Fee.** Families are asked to fill out an application and pay a non-refundable \$75 application fee. This is a per-family fee, not per child. Completed applications may be electronically mailed to admissions@urbanoakschool.org or a hard copy mailed to Urban Oak School c/o Admissions, 2843 Washington Blvd., Cleveland Hts. Ohio 44118. The application fee may be paid through a link on the website at www.urbanoakschool.org/enrollment/ or by check made out to "Heights Waldorf School" and mailed to the above address. Questions may be addressed to Amy Marquit Renwald, Admissions Coordinator, at (216) 571-4676, admissions@urbanoakschool.org.

2. **Student Sample Day & Assessment.** Enrolling students spend time in the classroom, ranging from a morning to one or more days, when the class teacher will observe students to assess development. Teachers also answer any parent questions. Parents of early childhood students are expected to remain at the school during this sample time. The school asks that all relevant information about a student be made available to the school at this time so that an admissions decision is fully informed.

3. **Admissions Decision.** Admissions decisions are based on the guidelines set forth in the Admissions Policy (below), and will be communicated to a family within ten days of the Student Sample Day & Assessment.

4. **Tuition Agreement & Enrollment Deposit.** Enrollment is confirmed when a family enters into a Tuition Agreement and pays a 10% enrollment deposit per child. The deposit will be credited toward a family's total tuition obligation.

A Note about Tuition Assistance: Families wishing to apply for tuition assistance do so separately through www.MyTADS.com. Please refer to the Tuition Assistance Policy for more information, available at www.urbanoakschool.org/enrollment/.

Admissions Policy

Age Requirements. June 1st is the guiding date for entering a program the following fall. For example, children should be 3 years old by June 1st (and potty trained by start of school) in order to enter the Nursery Program the following fall; should be 5 years old by June 1st to be considered a kindergartner the following fall; should be 6 years old by June 1st to enter Class One the following fall; and so on.

Class Placement. Class placement for each child depends not only on a child's birthdate, but also on social, developmental, and academic progress. As part of the admissions process, the School will perform an in-depth assessment during a student sample day and interview to help determine class placement. For students transferring from another school, a Release of Student Records will authorize the School to receive a child's prior school records to assist in class placement.

Probationary Period. Each child's enrollment is subject to a six-week probationary period, to ensure the child's weekly schedule (in early childhood) and class placement (in the grade school) is in the best interests of the child, and to assess whether the School has the resources to support the child's success. A probationary period may be extended at the teacher's request if additional time is needed for assessment. Based on the teacher's assessment at the end of the probationary period, the teacher may recommend a different class or an adjusted schedule to meet the needs of the child. While Urban Oak confidently works with each family to ensure the right program for each child, the School reserves the right to decline to finalize enrollment in the event the School and family cannot agree on such a setting, or the School has determined it does not have the resources to support the child's success.

Meeting Special Needs. Urban Oak is committed to meeting each child's intellectual, social, and emotional needs. Urban Oak School will explore with families whether the School is able to support a child with needs beyond the needs typically met in the School's regular programming. There may be times when the scope of remedial and support services available to a child are not adequate to meet the needs of a child while balancing the needs of the class. As an independent school that accepts no government funding, Urban Oak cannot provide an education for every child regardless of need. After weighing the best interests of both the child and the School, Urban Oak reserves the right to deny enrollment or discontinue enrollment if the School determines it cannot adequately meet a child's needs.

Urban Oak School admits students of any race, color, national or ethnic origin, faith, family structure, gender, gender identity, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national or ethnic origin, faith, family structure, gender, gender identity, or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.