



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.

___ APPLICATION FORM, STUDENT AND PARENT QUESTIONNAIRE, AND FEE

The application must be completed and signed by the parents/guardians and student. Turn in the completed application forms and one-time, non-refundable \$50 fee per student (\$100 application fee/family) and a \$50 assessment fee to the office.

___ APPLICANT ASSESSMENT

An assessment will be scheduled after the application and fees have been received. Each applicant is required to take an entrance assessment. A member of the Admissions Team will contact you directly to schedule an assessment time and date.

___ BOOK READINGS

The Parents of the applicant must read *For the Children's Sake: Foundations of Education for Home and School* by Susan Schaeffer Macaulay. Copies are available from the school office for purchase (\$13).

___ PARENT INTERVIEW

A Staff Member and Parent Interview is the best way to understand what Skylark 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 Skylark. Please call the school office to arrange an appointment. A personal interview for each new sibling applying to Skylark School is not mandatory, but may be requested.

___ ACADEMIC RECORDS

The applicant's educational records should be sent to Skylark School. The Student Application includes the Consent for Release of Student Records to be completed and submitted by you to your child's current school.

___ STUDENT RECOMMENDATION FORM

Have your child's current teacher, or an adult who has worked with your child over a period of time in a group situation (if kindergarten or homeschooled), complete the student recommendation form (included in the Application packet.) Please mail it directly to Skylark School.

___ 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. Colorado Statute 6 CCR 1009-2 mandates the establishment of school required vaccines through the authority of the Colorado Board of Health as a requirement for student attendance at Colorado Schools. Children enrolled in Skylark 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.

___ ACCEPTANCE LETTER/ENROLLMENT AGREEMENT/PARENT COMMITMENT

Upon completion of the application process, the Skylark School will contact parents by phone and 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 \$400 enrollment deposit (nonrefundable). Receipt of these forms and this deposit will secure a space for your child. The \$400 deposit will be applied to the tuition balance due for the school year.

___ PAYMENT OF TUITION

Families have the option of paying by cash or check ½ tuition by June 1 with the second ½ due November 1. Full payment by cash or check may be made by July 1. As an alternative, a 10-month payment plan may be arranged through the school with monthly payments due August 1 through May 1.

Tuition - Two payment options

Discount for Cash or Check Payment

Pay by Credit Card (Visa and MasterCard Only)

Discount for Cash or Check Payment

K-Readiness	\$224 / month (9 months)
Kindergarten	\$5325
First – Fifth Grades	\$5995
Sixth – Eighth Grades	\$6625
Ninth Grade	\$6675
Arrowsmith Program	\$6800 (enrolled Skylark Students)
Arrowsmith Program ONLY	\$8500

Pay by Credit Card (Visa and MasterCard Only)

K-Readiness	\$235/ month (9 months)
Kindergarten	\$5510
First – Fifth Grades	\$6205
Sixth – Eighth Grades	\$6855
Ninth Grade	\$6910
Arrowsmith Program	\$7040 (enrolled Skylark Students)
Arrowsmith Program ONLY	\$8800

Note: Payment method must be selected for the entire year. i.e. Check or cash payers may not pay by credit card at any time or tuition reverts to the regular, credit card tuition.

Multi Family discount updates for 2017-2018

15% for 3 students, 20% for 4 students, 25% for 5 or more students applies to all students currently enrolled who are members of one family. No discounts for Arrowsmith Program.

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, **Skylark 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 Skylark 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

Skylark 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 _____

Skylark 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 Skylark 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

Please list siblings other than applicant.

Children

Age

Current School

Children	Age	Current School

We publish a school directory for families. Please check here if you do not wish to have the following information published: _____ Phone number _____ Email address.

Please tell us how you heard about Skylark School.

Parent Questionnaire

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

1. Why are you considering Skylark School for your child?
2. What are your expectations of Skylark School?
3. What is your religious preference?
4. Will you support Skylark's Fundamental Pedagogical Convictions and Personal Code of Conduct, as outlined in the Skylark 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. Skylark School does not tolerate the use or possession of drugs (including alcohol, marijuana, or drug paraphernalia). Skylark School also prohibits the possession of weapons on campus. School will dismiss a student for violation of these policies. Will you support these policies?
7. Has your child ever been convicted of a criminal offense other than a minor traffic violation, or are there such criminal charges pending against him or her at this time? If so, please explain.
8. Homework is not assigned indiscriminately; therefore Skylark School does not tolerate student irresponsibility in the areas of preparedness for class. Should a student come to class unprepared, he

will be required to stay after school until 5:00pm. Will you support this policy?

9. 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 Skylark School.

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

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 Skylark School Handbook.

_____ Father's Signature
Date

_____ Mother's
Signature Date

_____ Guardian's
Signature Date

Request for Student Records

Name of Student: _____ Birth Date: _____

Grade: _____ in Spring / Fall of _____ Date: _____

This student has enrolled at Skylark School. We are requesting the transcripts, health records, grades, test scores and/or any student information, including discipline records, pertaining to this student. Please return form to Skylark School, 2195 County Road 154, Glenwood Springs, CO 81601.

Thank you for your prompt attention to this request.

Sincerely,

Nicole Wenger, Principal

Skylark School

Name of Prior School: _____

Phone: _____

Fax: _____

Address: _____

Signature of Parent: _____

Confidential Student Recommendation Form

We appreciate your cooperation in completing this form. It provides one way for us to get to know the applying student and is received with the full awareness that young children are constantly growing, changing and developing. Please leave blank any sections that you are unable to answer.

Name of student: _____

Name of person completing this form: _____

What is the best way to contact you with any additional questions? _____

What is your relationship to the applicant? _____

How long have you known the applicant? _____

How well do you know the applicant? *(Please check the appropriate box below)*

Not at all Minimally Moderately

Current Grade: _____

Title: _____

Please describe the child and include comments on the child's personality, maturity-level, and self-confidence.

We welcome all information that you think would be helpful. Please use a separate sheet of paper as needed.

Please describe the parents' level of cooperation and involvement with your program.

Confidential Student Recommendation Form (page 2)

Student's Personal Characteristics and Abilities

Place a check in the appropriate box, according to the following categories: C=Consistently, S=Sometimes, R=Rarely

Social Development	C	S	R		Pre-Academic Skill Development	C	S	R
Can be a friend					Is attentive			
Is supportive of peers					Listens in a group			
Plays alone happily					Contributes to group discussion			
Cooperates in play					Follows directions			
Shares well					Works cooperatively			
Initiates play					Works neatly			
Has the capacity to lead					Completes assigned tasks promptly			
Has the capacity to follow					Respects classroom routine			
Is imaginative					Is curious			
Uses material purposefully					Is willing to try new activities			
Is comfortable with adults					Enjoys new challenges			
Responds well to correction					Exhibits problem-solving skills			
Is polite					Expresses ideas well			

Place a check in the appropriate box and provide comments whenever possible:

Physical Development	Outstanding	Age Appropriate	Needs development	Comments
Small muscle control and coordination				
Large muscle control and coordination				
Speech Development				
Writing Development				
Reading Development				
Mathematical Development				

I hereby certify that the information provided above is true and accurate, to the best of my knowledge.

Signature: _____

Organization: _____

Printed Name: _____

Contact Info: _____

Please return this form directly to Skylark School. 2195 County Rd. 154, Glenwood Springs, CO. Contact Nicole Wenger or Andrea Barth with any questions at 970.930.1804. Thank you.

Student Questionnaire

Applicants for Grades 5 - 12 only

Directions: Using your best cursive handwriting, thoughtfully answer the questions on this paper. Do not use any additional help or support from others for any part of this questionnaire.

Name of Applicant: _____ Date: _____

Present School: _____ Present Grade: _____

What books have you read in the past year that were not required by your school?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

List your favorite activities of a non-academic nature. Include activities in and out of school.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Are you willing to work to the best of your ability every day as a Skylark School student?

Are you willing to cooperate with the authority of the mentor teachers and administrators every day? .

Please answer the following pages on another sheet of paper and submit with this form.

Describe your spiritual journey or experience. What role does it play in your daily life?

Why do you want to be a student at Skylark School?

What are your academic goals?

What relational and academic skills do you possess? List three to four relational skills and three to four academic skills and provide a concrete, personal example for each which will put it in context.

In relationships and in learning, what are you **not** good at or **not** interested in doing? List three to four weak relational skills and three to four weak academic skills and provide a concrete, personal example for each which will put it in context.

My signature below confirms that all the writing and editing were done by me alone and express my ideas and accurate information about me. I understand that any intentional misrepresentation on my part will be grounds for immediate withdrawal of the application, cancellation of admission, and/or termination of enrollment at Skylark School.

Student Signature

Date



Vision

The Skylark School is an educational partnership with parents supporting academic excellence through the thoughts and practices of Charlotte Mason, nurturing a love of learning in children, and restoring the values and privileges of parenting by recognizing the Lordship of Christ Jesus in every area of life.

Core Values

The Wisdom of Christ - As a Christ-centered school, we believe the Bible is the inspired, infallible, authoritative Word of God. We strive to equip children with a Biblical worldview and to live in an ever-changing world with a God-centered perspective, so that they might be in the world—and have an impact on the world—without becoming of the world. (Colossians 2:8, 1 Peter 3:15, 2 Peter 1:3-8, 2 Timothy 3:16)

Children are Persons - Our educational philosophy is founded upon the principle that children are created in the image of God, enabled by God to grow in knowledge, understanding, and wisdom, thereby learning to serve for the Father's Glory. (Mark 10:13-16, 1 Corinthians 3:7-11)

Partnering with Parents – At The Skylark School, we believe young children need more time at home incorporating family values, time outdoors, developing responsibility and learning alongside parents. This combination creates stronger family relationships and holds us accountable to the duties and privileges of parenting. (Galatians 6:9, Deuteronomy 6:6-7, Proverbs 1:2-7, 2 Timothy 1:6-14)

Creating a Nurturing Community - We believe children live best when actively part of a community where they are respected, valued, encouraged and held accountable. Through modeling, our teachers and parents are intentionally and purposefully active in the school by serving in the classrooms and participating in community events, field trips and fundraisers focused in the school community, throughout the Western Slope and beyond. (Luke 9:23, 1 Corinthians 15:58)

Skylark School endeavors to be, above all, a Christ-centered school. The source of this conviction is most clearly presented in the Nicene Creed, which we adopt as our spiritual and theological foundation. The outworking of this conviction is summarized in our mission, vision and core values, which guide our educational method and our interaction with the staff and families that attend Skylark. It is understood that by enrolling your child here at Skylark, these convictions are acceptable to you.

Nicene Creed

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made.

For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father [and the Son.]* With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic** and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come.

*A latter addition by the western church, this phrase is not accepted by Eastern Orthodox churches.

**catholic as defined by the universal church of believers in Christ.

Mission

Our mission is, through a living education, to intentionally aid parents in the upbringing of their children with the knowledge of Christian truth and understanding of God’s ways, in the hope of lifelong, faithful and thoughtful service to God’s decrees.

As a Christian school we presume children are or will be Christians and they deserve a sound framework of the Christian worldview and the Gospel so they may give a reason for their hope. In so doing, we endeavor to grow them in grace and humility, rightly discerning truth in all endeavors of their existence.

SIGNATURE

DATE

SIGNATURE

DATE
