

## **ADMISSIONS**

Thank you for your interest in River Oak Charter School (ROCS). We are a K-8 public elementary school where Rudolph Steiner's educational methods are incorporated into the standards-based curriculum. Since ROCS's inaugural year in 1999, we have grown from a student body of 82 pupils in grades K – 3, to a student body of 222 pupils in grades K – 8. Pupils come from 7 different cities in Mendocino and Lake Counties and from a broad spectrum of socioeconomic backgrounds. We actively seek students (and their families) who are interested in the application of Steiner-methods to education and home life. ROCS is committed to considering admissions without regard to disability, race, sex, color, ethnicity, or national origin.

### **Kindergarten Age Requirements**

- Your pupil must attain the age of five (5) years on or before December 2.
- Pupils with a date of birth that falls from June 1 – December 2, enroll in kindergarten for 2 years at ROCS.
- Pupils with a date of birth that falls from December 3 – May 31 enroll in kindergarten for 1 year at ROCS.

### **Admissions Process Summary**

**Step 1:** Obtain an Application for Admission. You may download the application, stop by the school office to pick one up, or contact the registrar to have one mailed or emailed to you. **The Link will be on the bottom of the page to print out the Admissions Form.**

**Step 2:** Submit your completed Application for Admission to the school registrar. We accept applications during consecutive, monthly, *open enrollment windows* from January – August. You may drop off your completed application at the school office or mail it to 555 Leslie Street, Ukiah, CA 95482. We must receive your application by the posted deadline for each open enrollment window. See *Open Enrollment Windows* below. We do not accept late applications.

**Step 3:** The registrar enters the pupil's application into the applicable enrollment lottery.

**Step 4:** After the lottery, the registrar notifies parent/guardian, by telephone, whether or not their pupil has gained the opportunity to begin the enrollment process. Pupils not admitted through the lottery are placed on a wait list.

**Step 5:** Parent/guardian responds “yes” to the invitation to enroll.

**Step 6:** Parent/guardian and pupil visit the classroom (schedule with registrar).

- Kindergarten applicants visit from 8:20 -9:20 am (½ hour in each kindergarten).
- Grade 1 – 2 applicants visit from 8:20 – 10:05 am.
- Grade 3 – 8 applicants visit from 8:20 – 10:20 am.

**Step 7:** Parent/guardian, teacher, and the administrator attend an intake meeting (schedule with teacher). Pupils in grades K – 3 do not ordinarily attend the intake meeting; pupils in grades 4 – 8 should attend. The meeting is an opportunity to exchange information and to ask questions. Teachers explain what makes ROCS different, the role of parents in the school, and the role of parents in their child’s education.

**Step 8:** Parent/guardian completes enrollment packet paperwork and submits the completed packet to the registrar.

**Step 9:** The registrar enrolls the pupil at River Oak Charter School.

### **Enrollment Preferences**

Pupils may qualify for preferential enrollment by statute or the school’s admissions policy. The parent/guardian checks preferences on the Application for Admission. Preferences are applied for:

- a. Pupils who reside within, or whose parents/guardians are employed within, the territorial jurisdiction of Ukiah Unified School District
- b. Pupils of school staff or faculty
- c. Pupils whose siblings are currently enrolled at ROCS
- d. Pupils in the immediate family of ROCS alumni

### **Open Enrollment Windows 2010/2011**

Deadlines: The registrar must receive your application by noon on the last day of each enrollment window listed below.

Window #1	January 4 – January 29	(January is your first chance to apply for fall, 2010)
Window #3	March 1 – March 26	
Window #4	March 29 – April 30	
Window #5	May 3 – May 28	
Window #6	May 31 – June 25	
Window #7	June 28 – August 13	

### **Enrollment Lottery**

If the number of pupils who wish to attend River Oak Charter School exceeds the school’s capacity, admission is determined by a public random drawing (enrollment lottery). We have limited space available in most classes, so we encourage parents and guardians to submit their applications as soon as possible.

We hold enrollment lotteries on the last day of each open enrollment window at 1:45 pm. We automatically place pupils who do not gain admission through the lottery on wait lists. Wait lists are carried forward from year to year.

### **Tuition**

River Oak Charter School does not charge tuition. The school is publically funded.

## **How to Find Answers to Your Questions**

Address your admissions questions to the school registrar, Lucy Haynes. She may be reached from 8 am – 3 pm on school days. Lucy's phone number is 707-467-1855 ext.101, and her email address is [lhaynes@coe.edu](mailto:lhaynes@coe.edu).