

Admission Application Checklists



A. For All Applicants

- ❑ **Attend Open House/Tour:** Open House dates may be found on our website. Please call 978-772-9500 or email info@oxbowschoolhouse.org to set up a tour.
- ❑ **Application for Admission:** Complete and return to Oxbow Schoolhouse along with the \$75 non-refundable, non-binding application fee by January 31 for the following school year.
- ❑ **Transcripts/Records Request:** Forward copies of most recent school transcripts. Include copies of any educational (IEP) or psychological testing results and recommendations. *For homeschoolers:* Include evaluations from any classes taken and an overview of the homeschooling curriculum with notes regarding your child's progress. Include samples of student work including a finished piece of writing, examples of math and photo or sample of artistic work. Please note: Upon review of student's application, we may request additional information.
- ❑ **Teacher Recommendation:** Request from your child's current teacher to complete the OS Teacher Recommendation form. Please return to Amy Hilbert, Oxbow Schoolhouse, 270 Barnum Road, Devens, MA 01434. For homeschooled applicants, this form may be completed by a non-family member who knows your child well.
- ❑ **Interview with Parents:** Upon receipt of the completed application, application fee, and all other requested documentation, the school will schedule an interview with the parent(s), the Classroom Teacher and the Director. The interview will be scheduled prior to the student's classroom visit.
- ❑ **Late and Mid-year Applications:** accepted and processed on a space available basis.
- ❑ **Acceptance:** The Admissions Committee, comprised of Teachers, confer and determine the admissions decision. The Director will inform the parent(s) of enrollment status by letter no later than March 31. At this time, another meeting may be scheduled to discuss your child's enrollment. Mid-year transfers will be informed by letter following the visit. Acceptance decisions are always provisional and are reviewed within the first 6 weeks of regular attendance.

Children are accepted to the school when it is determined that they are a good fit for this type of education and their families are able to be sufficiently involved in the life of the school and supportive of the environment created at Oxbow Schoolhouse.

B. For Grade 1 (in addition to Checklist A)

- ❑ **Visiting Day:** A special visiting day is set up in the spring for all kindergarten aged children who have applied for Grade 1.
- ❑ **Placement:** Children should be six years old by June 1 in order to attend first grade in September. Children with birthdays in April or May are observed and evaluated to determine if first grade at six or seven will best suit their individual growth and development. Placement will be based on the teachers' assessment of the child's developmental readiness.

C. For Grades 2 – 6 (in addition to Checklist A)

- ❑ **Visiting Days:** The Director will schedule a five-day visit for your child. This visit is designed to allow your child to become more comfortable and to allow the teachers to have a chance to get to know your child. Visits for transfer students will be scheduled following receipt and review of all application materials. Your child will be assessed on grade level work in academics, as well as developmental readiness, as appropriate to his/her age.
- ❑ **Placement:** Children will be placed according to the results of the developmental and academic assessments and observations made during the required 5-day visit. Previous placement will be taken into consideration.

Oxbow Schoolhouse does not discriminate on the basis of race, color, religion, sex, sexual orientation, cultural background, political beliefs, or marital status.