

Admissions Procedure

_____ **Read the Ambleside Code and Ambleside Commitment Documents** (see below) to determine if Ambleside is a good fit for your family. If you have questions about what you read, we are happy to answer them for you.

_____ **Print the application and** send it along with your child's transcripts from the past two years (report cards, achievement test scores, or quarterly reports) with a \$50 application fee (maximum of \$100 per family) to:

Ambleside School of the Adirondacks
Admissions
15 Burke Drive
Queensbury, NY 12804

(Kindergarten Readiness differs from the Elementary application.)

_____ **Purchase and review** For the Children's Sake by Susan Schaeffer Macaulay. This is required reading for parents (available for \$15 at the Ambleside School office, or online at Amazon or other bookseller):

_____ **Kindergarten Readiness** We will contact you by email after the application has been received to schedule a family interview (see parent(s) interview below. We ask that both parents be present to participate in this interview

_____ **Gr. K-8 Student Assessment** We will contact you by email after the application has been received to schedule a testing assessment. A \$50 examination fee per child is due at the time of testing. Each applicant is required to take an entrance examination.

_____ **Attend the parent(s) interview** when we will discuss the required reading and provide feedback on the student assessment. We ask that both parents be present to participate in this interview.

_____ **Upon completion of the application process** and within two weeks, the ASA office will send letters of acceptance or non-acceptance. If no space is available in a particular class, students will be placed on a waiting list and parents will be informed.

_____ **Apply for Variable Tuition if applicable.** The application form is available by contacting the school office at (518) 744-5320.

_____ **Return the Signed Enrollment Agreement** which will accompany your acceptance letter. Both the Enrollment Agreement and Parent Commitment must be completed, signed, and returned with a nonrefundable \$500 enrollment fee (\$125 Kindergarten Readiness).

_____ **Immunization records** must be sent to the school upon notification of acceptance. In compliance with New York's Public Health Law Section 2164, children enrolled in ASA 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) an 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 and notarized.

_____ **Gr. K-8 Transportation** If the student will be requesting their local school district to provide transportation for the Fall semester, paperwork must be filed on or before April 1st. After this date, seats will be given only if there is an opening. Ambleside will provide request forms. Students must contact their local school district to fill out any other appropriate paperwork.

Tuition 2017-2018

See separate document for Kindergarten Readiness, located on the Preschool tab of our website.

Kindergarten: \$3,850 per year (\$3,600 per year when paid by July 1st)

First Grade – Eighth Grade: \$5,000 per year (\$4750 per year when paid by July 1st)

Multiple Children Discount: 5% each additional child grades 1st-8th.

We offer variable tuition rates. Please inquire.

Other Fees

Classroom Supply Fee: \$200 Kindergarten Readiness (due June 1st)

\$600 Kindergarten-8th (due June 1st)

Application and Entrance Examination Fee (New Students)

A non-refundable application fee of \$50 per student (maximum \$100 per family) must accompany the completed application form. This is a onetime fee.

A \$50 entrance examination fee per child is due at the time of testing.

Enrollment or Re-enrollment Deposit

An enrollment deposit of \$500/child (not to exceed \$1000/family) is due upon formal written acceptance of a student into the school. This deposit represents our mutual commitment: your commitment to pledge financial resources to provide an ASA education for your child; and our commitment to save a place for your child, to proceed with hiring faculty and staff, and to ensure proper classroom space and learning environment.

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, **ASA has a strict no refund/no waiver policy**. Refunds of any tuition or related fees will not be granted should the family decide at any time to withdraw their child from ASA. 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 Ambleside School of the Adirondacks 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 _____

Ambleside School of the Adirondacks admits students of any race, color, sex and national or ethnic origin.

Academic Information

Applicant's Current School _____

School Phone _____

School Address _____

Other schools attended (include addresses, grade levels, and dates of attendance below).

Has the applicant ever been held in detention? _____ Suspended? _____

If yes to either of these questions, please give a full explanation on a separate sheet of paper.
Please note names of school(s), and dates of attendance.

Family Information

Father's/Guardian's Full Name

Occupation _____

Employer _____

Employer Address _____

Work Phone _____ Mobile Phone _____

Email _____

Mother's/Guardian'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.

Name

Age

Current School

Please use another sheet of paper as needed to expound on any of the following questions.

Health History

Does your child have any allergies or health limitations? Please explain: _____

Please list any medications your child may be using during the school year: _____

Has your child had any traumatic experiences (physical or emotional) during the early years about which we should be made aware (i.e., head injuries, family deaths, surgeries, serious illness, sibling illness, unconsciousness, etc?):

Has your child been diagnosed (e.g. ADD, ADHD, SPD)? Please explain _____

Has your child undergone OT? Please explain _____

Family Circumstances

Please explain any family circumstances that might affect the performance of your child.

Personality

Describe your child's interests. What subjects does he/she enjoy? What does he/she like doing at home?

What are your child's strengths academically/socially? _____

What are your child's weaknesses academically/socially? _____

Choosing Ambleside

Please state the three most significant reasons why you would like your child to attend Ambleside School of the Adirondacks.

How can ASA best nurture your child? _____

How would you rate your understanding of the educational philosophy of Charlotte Mason?

Non-existent ____ Minimal ____ Moderate ____ Full ____

What aspect of Charlotte's approach to education is most intriguing to you? _____

Spiritual Information

What is your religious preference? _____

Does your family attend church weekly? Yes ___ No ___. If so, what is the name of your home church? _____

Tuition and Fees

Name of person(s) responsible for tuition and expenses: _____

I have completed this application to the best of my knowledge. I fully understand and support the mission of Ambleside School, and release the leadership of Ambleside to review and process information about my student, including confidential information such as medical information, transcripts, etc., after which time such information will be kept on file with Ambleside School.

Signature of Parent or Guardian _____ Date _____

Signature of Parent or Guardian _____ Date _____

2. We will not assign homework indiscriminately; therefore, ASA does not tolerate student irresponsibility in the areas of preparedness for class. Should a student come to class unprepared, or abuse in-class work time, he may be required to stay after school, or may be sent home. Will you support this policy?

3. 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 are 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 ASA.

We also understand that ASA has a no refund/no tuition forgiveness policy:

1) All tuition and related fees are due on or before the payment deadline or according to the FACTS tuition payment plan.

2) In cases of withdrawal or termination of enrollment, no refunds of previously paid tuition and fees or waivers of future FACTS payments will be given.

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 ASA Handbook.

Father’s Signature and date

Mother's Signature and date

Charter of Ambleside School of the Adirondacks*

1. We believe in and proclaim both the mystery that is God, whom we partly know and partly do not know, and the human need to worship.
2. We believe in and proclaim the person of Jesus Christ who distinctively reveals the nature of God and the meaning and purpose of life, and who calls us to follow Him through the death of the cross to the place of the Resurrection.
3. We trust in the Holy Spirit who prompts liberty, beauty, truth, love, and joy against the waywardness of human nature.
4. We are committed to using the Bible in a way that takes account of all truth and relates it to the real experiences, both good and bad, that people have of life.
5. We are committed to exploring the meaning of the Kingdom of God and to making connections between what we profess and the way in which we live and work.
6. We acknowledge the destructive power of human sinfulness, and we welcome gratefully the forgiveness that God offers to those who are prepared to turn to the truth.
7. We are committed to taking all people seriously wherever they might be at their particular point of understanding, while at the same time sharing with them whatever insights may have been gained by our relationship with God.
8. We are committed to identifying and affirming what is good and identifying and opposing what is evil and living as best we can in the mess in the middle.

* © 1991 *St. Martins-in-the-Fields PCC, Used by permission*

Guiding Principles

Mission

It is the mission of the Ambleside administration and faculty to provide what Charlotte Mason called a “living education,” where each child is guided and empowered to author a full and free life, a life rich in relationship to God, self, others, ideas, and all of creation. Thus, our primary concern is the kind of student each child is becoming, not the mastery of particular data or technique, for we are confident that the student who masters the art of learning will attain his full potential for mastering data and technique. The student who masters the art of relating well to God, self, others, ideas, and creation will attain the fullness of life for which she was created. Our mission is fulfilled through a consistent application of our Fundamental Convictions as applied to education.

Our Faith

We begin with the conviction that the fullness of God’s plan for humanity is revealed in the person of Jesus Christ. He is both the example and the source of living a full and free life. The commandments to love God and to love one another are fundamental in the outworking of a fully human life. This conviction is given expression in the Ambleside Charter.

Fundamental Convictions

1. A Non-Competitive, Stimulating Atmosphere

In an atmosphere of sincerity and truth, students are free to learn for the pleasure of learning. Students do not compete with their peers for rank, grades or prizes. Learning is the focus, not besting a classmate. Real life is placed before the students to study and discuss. Students are stimulated to observe, explore, and understand.

2. The Discipline of Habit

At Ambleside, we consider the process of student work to be as important as the end product. Rather than developing persons who are able to study well for the next exam, we are interested in helping students develop a life of study. We ask the questions: Did she attend? Did he put forth effort? And was she thorough? We believe school is not just an institution to get through, but rather a place to develop habits that will serve children the rest of their lives.

3. Education as Vital, Dynamic, Living

Real learning occurs when the learner wonders, asks why and how, in an atmosphere that stimulates thought, and is rich with ideas. Our objective is to place the very best books before our students, books that are rich in content and ideas, putting them into relationship with the finest authors. Through the use of “living books” students interact with scientists, mathematicians, philosophers, historians, artists, poets, and explorers.

4. The Infinite Dignity and Potential of Each Child

Because children are born in God’s image, they are therefore born with great potential for a fruitful and full life filled with interests and relationships. At Ambleside, children are not identified or limited by their strengths or weaknesses. All children participate in a broad, rigorous curriculum—all children calculate, solve, attend, explore, ponder, recite, paint and sing. The expectation that prevails within the school is that all

students will learn and grow to their full potential as persons and attain their vast inheritance.

5. The Priority of the Relational Life

Children live in relationship with God, self, others, creation, and the world of ideas. These relationships are cultivated in the educational process through a broad, challenging curriculum and a faculty that seeks to relate to students, parents, and one another in accordance with the principles of Jesus Christ.

6. The Importance of Delight and of Struggle

Children will naturally delight in the feast of great ideas set before them. They will savor them and grow in the ability to enjoy and celebrate their relations with persons, ideas, and creation. But they will also at times struggle. We consider the struggle to be as essential to the learning process as the delight. Children must learn to labor with problems not yet grasped, to remain on task when uncertain of the outcome, to struggle to completion when mind and hand are tired, to experience the rewards and negative consequences of their actions. There will be no growth in character without the struggle. Foremost among the enemies of the delight and the struggle necessary for the cultivation of a learner are entertainment and indulgence. In the classroom, entertainment and indulgence both encourage passivity. To grow, a student must be strenuously engaged in the work of learning. Thus, Ambleside teachers, while often creative in their presentations, make no effort to entertain their students. Ambleside teachers, while being loving, will not be indulgent.

The Ambleside Commitment

Based upon its mission, faith, and pedagogical convictions, Ambleside School makes the following commitments to its students and their parents:

To maintain an optimal atmosphere for the cultivating of the hearts and minds of students.

- Ambleside will be characterized by:
 - Reverence for God, confidence in His loving presence, and a commitment to obedience, according to the principles of Jesus Christ.
 - Kindness and respect for all with the proper submission to authority.
 - Learning and growth in a multitude of spheres, intellectual, spiritual, physical and relational.
 - Ideas that engage the mind.
 - Work that is fruitful, satisfying, and harmonizes into a daily rhythm.
 - Neatness, beauty, and general good order.
- Ambleside will not be characterized by:
 - Exclusive relationships or cliques.
 - Sarcasm, base humor, or demeaning language.
 - Artificial incentives (stars, candy, grades, awards, etc.) and manipulative techniques (shame, wrongly expressed anger, excessive praise, and other forms of emotional manipulation).

- Labeling students in a way that limits or creates a false sense of inferiority or superiority.
- Trivial work, meaningless tasks, or superficial amusements.

To foster good habits in regards to work, thought, self, and others.

- Ambleside will hold students to a high standard in their academic work.
 - All students will be supported in the habit of doing good work (work that is completed punctually, accurately, neatly, and demonstrates a high level of academic thought, mastery, and skillfulness).
 - If a student's work indicates lack of carefulness, focus, or effort, then teachers will use inspirational ideas and natural consequences to motivate the student towards the formation of the necessary habits.
 - If a student's work indicates lack of comprehension, then teachers will be available after school to provide additional assistance.
 - If regular after-school work proves insufficient to bring the student to needed mastery, then the teacher and administration will work with student and parents to develop and implement a plan to foster the necessary habits, skills and knowledge.
- Ambleside will hold students to a high standard of self-management and inter-personal relationships.
 - All students will be supported in mastering the habits of:
 - Focused attention
 - Self control of speech, hands, and posture
 - Kindness and respect towards others
 - Appropriate submission to authority (teachers, administrators, and school policies - including the dress code)
 - If any student fails in one of the above, then Ambleside staff will use inspirational ideas and natural consequences as the primary means for promoting student growth.
 - If a severe lapse or a persistent pattern of lesser failures occurs, then the teacher and administration will work with student and parents to develop and implement a plan to foster the necessary personal and interpersonal habits.

To engage and nurture the students' minds through a rigorous and rich curriculum.

- The Ambleside curriculum consists of "living books", the best books, written in fine literary style by the best minds, rather than traditional text books.
- The Ambleside curriculum provides a broad array of foods for the mind, including: Bible, math, science, history, literature, music, art, a second language, grammar, nature study, picture study, composer study, leadership, poetry, handwork, drama, and physical exercise.

- At Ambleside, students are given the opportunity to grow in knowledge and skill through worthy work and worthy thought.

Ambleside Code of Personal Conduct

Based on its commitment to the person and principles of Jesus, Ambleside has a clear moral vision and definite expectations for its board members, staff, faculty and students. Failure to conform to this moral vision is grounds for disciplinary action for staff and student alike. While Ambleside does not make parental conformity to this moral vision a prerequisite to admission of a student, it does expect that all parents have a clear understanding and accept this moral vision as integral to the curriculum and the life of the Ambleside community. We realize that adult example has a profound effect on the formation of the hearts of children. Thus, we would ask any parent who is, or who expects to be, engaged in conduct contrary to this code to find a school more congruent with their desires and goals. We ask all parents to maintain an example for Ambleside students consistent with this code.

The focus is on Christ, His grace and His truth. We desire to be a 'grace based' community. In order to be specific of our expectations of one another, we list some specific actions which, although not comprehensive, we believe honor Christ. At Ambleside, we believe that an optimal way of life requires that we:

- Demonstrate consistent care for all persons, treating all with kindness, respect, and generosity; never engaging in any behavior (including verbal) which would be damaging, disrespectful or demeaning of another person, child or adult.

- Be diligent in fulfilling all tasks related to one's responsibilities, maintaining a high quality of work, honesty and integrity.
- Be careful and gracious in speech, avoiding any profane speech and never making a public statement (in any medium, including e-mail) regarding the school or any member of the Ambleside community which can be considered injurious to the reputation of another person or the school.
- Handle all concerns and grievances in a constructive manner.
- Avoid all illegal activities including illegal drug use, theft, vandalism and fraudulent activity.
- Avoid activities destructive to relationships such as outbursts of rage, violence, stealing, lying or cheating.
- Be moderate and appropriate in the consumption of alcohol.
- Protect the dignity of human sexuality and the virtue of chastity
 - By avoiding all forms of lewd speech including base jokes, sexual innuendo, and inappropriate sexually explicit talk.
 - By never viewing, possessing, distributing or fostering the use of pornographic material including but not limited to print, video and audio.
 - By never advocating or participating in immoral sexual activity (defined as any form of touching or nudity for the purpose of evoking sexual arousal apart from the context of marriage between one man and one woman).
 - By never engaging in any physical contact or verbal expression with another person (adult or child) which could be interpreted as being an inappropriate display of affection and thus emotionally abusive, confusing or scandalous.