



River Valley School Admission Policies

I. Purpose:

- River Valley School is committed to recognizing the individual learning needs of children. Admissions decisions are made in the context that every child is unique and deserves a safe, caring, and supportive environment to learn.
- Admissions policies are in place to ensure an appropriate match between a prospective student and family and the mission of the school. River Valley School respects and affirms the dignity and worth of each candidate and his/her family.

II. General Policies:

- Applications will be considered in the order in which they are received.
- Application fees are due within one week of application submission. Unpaid applications will not be reviewed or considered for admission. Application fees are non-refundable.
- River Valley School does not require formal testing for admission purposes.
- Applicants are required to visit the school for a tour.
- A follow-up interview may be required.
- A classroom trial date may be required.
- Recent report cards must be submitted for children that have attended school in the past. Failure to submit this documentation within a reasonable time may result in a delayed admission decision and/or cancellation of the application.
- For children that have additional classroom needs (including but not limited to speech, occupational therapy, medical or psychological), relevant documentation must be submitted as part of the application process. This includes, but is not limited to: psychological-educational assessments, IPPs, Speech-Language, and/or Occupational Therapy assessments. Failure to submit this documentation within one week of application submission may result in a delayed admission decision and/or cancellation of the application.



- An admissions decision made with undisclosed student needs may be revoked by the school.
- Admission to River Valley School is not guaranteed.

III: Admissions policies specific to the Arrowsmith Program:

- A meeting with Arrowsmith teachers is required as a component of the admissions process.

IV. Re-Registration Policies:

- If a re-registration package is not received by the deadline, River Valley School will assume the student is not returning.
- Spaces will not be 'held' under any circumstance.
- A package received late will be registered subject to space availability at the time the package is received.

V. Registration of a Sibling of a Current Student:

- Siblings of existing River Valley School students are given consideration priority over all other new applicants.
- In order to receive this priority, the sibling indication section of the currently enrolled sibling's re-registration package must be completed and the package must be received by the deadline.
- Sibling admissions are governed by the same policies as new applicants, except they are considered prior to new families. Current families should review the policies for new families, as policies may differ from those in place upon the registration of previous children.



VI. Admission Requirement – Toileting:

- River Valley School expects and requires all children be toilet trained and independent in their toileting before the first day of school.
- River Valley School reserves the right to suspend a child's attendance at school indefinitely should frequent issues occur, and no refunds will be issued on deposits or other amounts deemed non-refundable under the Financial Agreement.

VII. Confidentiality and Protection of Information:

Purpose: River Valley School respects the confidentiality and sensitive nature of the information and documents collected during the admission process. The following policies outline the collection and use of information collected.

- Applicants should submit photocopies of all required documentation. Submitted documents, including originals will not be returned.
- River Valley School may collect personal information from prospective families, previous schools attended, professionals (psychologists, paediatricians, etc.) that have worked with the applicant, and Alberta Education databases.
- Information and documents collected will be stored securely and confidentially by the school.
- The school will allow access to information and documents internally for the purposes of reviewing an application. The Director of Admission will retain these documents for the purpose of review and may, at their discretion, allow access by the Inclusion Coordinator, Classroom Teachers, Assistant Principal/Principal, Head of School, and Contracted Speech Pathologist and Occupational Therapist, as part of the applicant review process.
- Information and documentation for matriculated students will be transferred to the student record. Student record confidentiality and access policies are dictated by the Consent for Personal Information signed in the registration process, and by relevant provincial legislation.
- Information and documentation for students that are not offered admission, or are offered admission but the offer is not accepted, will be securely destroyed.