



## 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 the 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.
- Applicant parents or guardians are required to visit the school for a meeting and tour as a part of the application process. Virtual meetings and tours can be arranged if in-person meetings are not possible.
- Each applicant student must participate in an interview before an admission decision is made. The applicant interview is informal and revolves around a casual conversation.
- The applicant student may be required to participate in a classroom trial date at River Valley School.
- An observation of the applicant student in his/her current learning environment may be required.
- Recent report cards must be submitted for applicant students who are currently attending school and/or 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 applicant students who have additional learning needs (including but not limited to speech-language, occupational therapy, medical, or psychological), relevant documentation must be submitted as part of the application process. These documents include, but are not limited to: psychological-educational assessments, IPPs, speech-language reports, and/or occupational therapy assessments. Failure to submit this documentation within one week of the application submission may result in a delayed admission decision and/or cancellation of the application.
- An admission decision made with undisclosed student needs may be revoked by the school.
- We are limited by our facilities and expertise, so are unable to provide for children with medical fragility and severe emotional, behavioural and oppositional defiance disorders.



## RIVER VALLEY SCHOOL

WONDER LIVES HERE

- International students - River Valley School is happy to welcome international students, however they must be residing in Canada with a parent or legal guardian. A typical example is an adult that has relocated to Canada for work and the children have accompanied them. We do not offer boarding or a homestay program. International students residing in Canada with their parents may not be eligible for the Alberta Education Funding for Resident Students so international tuition rates may apply.
- Admission to River Valley School is not guaranteed.

### III: Admissions policies specific to the Arrowsmith Program:

- Applicant parents or guardians who are applying to the Arrowsmith Program will be required to meet with a member of the Arrowsmith team as a component of the admissions process.
- Students admitted to the Arrowsmith Program will be required to complete intake testing specific to the program. The cost of this testing is covered by River Valley School, provided the student continues on in the Arrowsmith Program. If the admitted student is withdrawn from the program after the intake testing has been completed, the student's parents or guardians will be required to pay for the testing.
- Applicant students who have been admitted to the Arrowsmith Program will be required to complete a minimum of one academic year in the program at the frequency (i.e., quarter-time, half-time, three-quarter-time, full-time, etc.) equal to or greater than the one agreed upon in the Contract and Financial Agreement.

### IV. Re-enrolment Policies:

- If a re-enrolment package and contract is not received by the indicated deadline date, the student's space in the program will no longer be secure.
- Beyond the re-enrolment deadline date, spaces will not be 'held' under any circumstance.
- Late re-enrolment will be subject to space availability at the time the re-enrolment package is received.

### V. Enrolment 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-enrolment 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.



**RIVER VALLEY SCHOOL**  
WONDER LIVES HERE

## VI. Admission Requirement – Toileting:

- River Valley School expects and requires all children to 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 toileting issues occur, and no refunds will be issued on deposits or other amounts deemed non-refundable under the Financial Agreement.

## VII. Withdrawal Policy

- If a student's registration is cancelled or the student is withdrawn mid-year, the family forfeits the 3 months deposit, as well as other non-refundable amounts as outlined above. The School requires one month written notice or payment in lieu of notice if a student will be withdrawing partway through the school year.
- No refund or reduction in any amount deemed non-refundable as outlined above shall be applied at any time.
- If the Student is withdrawn from River Valley School at any time (including prior to the start of the school year) or is absent, moves/changes residence, is suspended, is transferred or expelled, or otherwise; or if the school has to close or switch to online distance learning due to any force majeure events, including, but not limited to, a pandemic, epidemic, fire, flooding, act of God, governmental action, state of emergency, or any other events beyond River Valley School's control:
- No refund or reduction shall be applied to any amount deemed non-refundable as outlined above; and
- No reduction shall be applied to any outstanding tuition fees.
- **Arrowsmith Program:** If a student's registration is cancelled or the student is withdrawn mid-year, the family forfeits the 3 months deposit, the full Arrowsmith Program fees, as well as other non-refundable amounts as outlined above. The School requires written notice if a student will be withdrawing partway through the school year.

## VIII. 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 or digital copies 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, pediatricians, 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



**RIVER VALLEY SCHOOL**

WONDER LIVES HERE

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.