



Application for Enrollment

Thank you for your interest in Swallowtail School! Please complete this application and return it along with a check your non-refundable application fee of \$75. We will contact you as soon as we receive your application to complete the application process. Please note: separate applications and fees are required for each child (multiple application fees may be paid with a single check).

Child's Full Name: _____

Birth Date: _____ Sex: _____

Date of application: _____ Applying for Grade: _____

Family Information:

Parent #1 Name _____

Home Telephone: _____ Mobile Telephone: _____

Work Telephone: _____ Email Address: _____

Address: _____

City, State Zip Code: _____

Employer/Occupation: _____

Parent #1 Name _____

Home Telephone: _____ Mobile Telephone: _____

Work Telephone: _____ Email Address: _____

Address: _____

City, State Zip Code: _____

Employer/Occupation: _____

9. How did you learn about Swallowtail School?

10. Do you wish to apply for a Financial Aid? Yes____ No____

(If yes, please note that limited Financial Aid funds are available. Financial aid funds are granted in early Spring for the following school year. There is no Financial Aid available for Kindergarten.)

Parent's Name (please print) Parent's Signature Date

Parent's Name (please print) Parent's Signature Date

Please submit this application and a check for \$75.00 payable to "Swallowtail School" with "Application Fee" written in the "Memo" field to:

Swallowtail School
P.O. Box 3753 • Hillsboro, OR 97123

<p>Notice of NON-DISCRIMINATION POLICY Swallowtail School, Inc. admits students of any race, color, national and ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.</p>
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Parent Participation Guideline

We believe that family involvement is extremely important for the success of our students. Along with involvement, we place a high value on honor, dignity and self-initiative, as well as trust within the group. Therefore we do not bill families for lack of participation but trust that each will do its part. We divide parental responsibilities into two categories: **Community Support** and **Parent Involvement**

Community Support is defined as doing tasks that support the community as a whole in a substantial way. Such tasks as serving on committees, working at special events, helping to plan events, construction and maintenance of school property and many others fit into the definition of activities that provide community support. Teachers are already recognized for community support and their families are not required to do more.

Each family is expected to contribute 40 hours of community support work during the school year. This works out to approximately 18 hours per quarter.

- Community support hours are given a value of \$20 per hour. Some families may choose to make a one time contribution to the school of the total amount, or a partial amount, so as to decrease the number of hours they must work. This is optional.
- A minimum of ten percent of each family's hours must be dedicated to the school's fundraising events.
- Families are responsible for documenting the number of hours they work. You will be asked to add up your volunteer hours periodically and send them in to the office. It is important for everyone to track their hours, so we can assess how our energies are being spent. We want to utilize our volunteers in the best way possible for the school.
- A list of tasks will be available in the autumn and throughout the school year. If a family needs help finding tasks to do to complete the number of hours, the family should speak to their child's classroom teacher or the office manager. An on-going list will be posted at the school.
- Families occasionally experience time periods when life-changing events affect the health and well being of the family. Should a family feel that the completing of the required number of hours will be impossible, or unfairly burden them during a period of crisis, the family should bring these circumstances to their child's classroom teacher. The teacher will then consult the faculty and/or administrator. A decision may be made to waive some or all of the required number of hours if the circumstances warrant special consideration.
- This program operates on an honor system. Families will not be billed for hours not worked. However, we feel that part of the unique spirit of Swallowtail School comes from the commitment of our families and encourage everyone to participate in the joy of doing good work.

Parent Involvement is defined as those things that parents do in support of their own children, not for the good of the whole school. Parent involvement will include such activities as attending plays, going to Parent-Teacher Conferences, attending school meetings, attending Festivals and monitoring homework.

It is our expectation that parents participate in as many of these activities as possible. This form of activity is not monitored and does not count as community support hours. However, it is a priceless part of a child's education to have involved parents.

Skills Checklist

Please circle the skills below that you (or people that you know) could contribute to our school.

This is not a commitment, but will be used for future reference when specific needs arise.

OFFICE & INFORMATION

Typing
Word processing
Computer programming
Web site
Design/Maintenance
Stores and purchasing
Cashiering
Bookkeeping
Filing
Bulk mailings
Copy writing/editing
Proofreading
Publishing
Calligraphy
Illustrating
Printing
Graphic design
Other

COMMUNITY ACTIVITIES

Meeting chair
Group organizer
Children's group leader
Recreational group leader
Events coordinator
Food-orderer
Caterer
Cook for large groups
Child care
Other

BUILDING AND GROUNDS

Electrical
Plumbing
Carpentry
Tile setting
Linoleum
Carpet laying
Windows/doors
Roofing
Painting
Lazuring
Fencing
Concrete work
Landscape design
Landscape maintenance
Furniture making
Furniture refinishing
Upholstering
Cabinet making
Brick laying
Hauling and transport
Recycling
Welding
Other

PUBLICITY,

FUND RAISING, FINANCE

Advertising
Press releases
Public relations
Grant writing
Creative fundraising
Salesmanship
Marketing
Accounting
Financial planning
Banking
Lending/mortgages
Escrow
Insurance
Public works
Governmental
Administration
Engineering
Designing
Real estate law
Property management
Other

PROGRAM ENHANCEMENT

Storytelling
Puppetry
Acting/drama
Circus arts
Stage direction
Lighting/sound
Costume design
Signing for the deaf
Creative Writing
Poetry
Reading
Foreign language
Library science
Tutoring
Travel
Knowledge of
other cultures
Physical sciences
Environmental science
History
Other

HEALTH CARE

General practice
Dentistry
Chiropractic
Naturopathy
Acupuncture
Emergency medicine
Nutrition
Nursing

Massage therapy
Homeopathy
Midwifery
Physical therapy
Psychiatry
Ophthalmology/optometry
Hearing or speech
Other

SPORTS/ PHYSICAL ACTIVITY

Swimming
Soccer
Baseball
Basketball
Football
Tumbling
Gymnastics
Fencing
Track
Ice skating
Roller skating
Skiing
Martial arts
Horseback riding
Golfing
Rock climbing
Camping
Backpacking
Bowling
Cycling
Archery
Canoeing
Yoga
Volley ball
Other

DANCE

Tap
Ballet
Jazz
Modern
Square
Folk
Hip hop
Other

MUSIC

Piano
Guitar
Violin
Flute
Voice
Conducting
Recorder
Dulcimer
Drums

Percussion
Clarinet
Cello
Composing
Other

COUNSELING

Family
Adult
Marriage
Teen
Natural childbirth
Drug and alcohol
Other

CRAFTS AND

HOBBIES

Sewing
Tailoring
Weaving
Spinning
Dyeing
Batiking
Quilting
Doll making
Toy making
Baking
Cooking
Pottery
Stained glass
Matting
Framing
Painting
Drawing
Origami
Sign making
Leatherwork
Gardening
Herbology
Forestry
Farming
Animal husbandry
Macramé
Knitting
Jewelry
Beading
Scale modeling
Photography
Birding
Woodworking
Astronomy
Scrap booking
Felt making
Needle felting
Embroidery
Carving