



Admissions Procedure

1 CAMPUS TOUR

Tours are the first step in the application process at Gateway School. Tours are led by current parents or our staff. Attending a tour gives you the chance to observe classes in session while learning more about our program. We recommend that tours be attended by adults only. Attend one of our monthly School Day Tours, Saturday Open Houses, or contact Admissions & Enrollment Manager, Cindy Jones (cindy.jones@gatewaysc.org), to schedule a private tour.

2 APPLICATION

Complete the Application for Admission and Parent Questionnaire and submit with your \$100.00 Application Fee. Your child's assessment will be scheduled once an application is submitted.

3 TEACHER RECOMMENDATIONS

We require two teacher recommendations. Please give one Student Evaluation Form to:

- 1) Your child's current teacher
- 2) Another teacher or administrator who knows your child well

Include a stamped envelope addressed to:

Gateway School Admissions
255 Swift St.
Santa Cruz CA 95060

Student Evaluations must be mailed directly to Gateway School by the teacher.

4 SCHOOL RECORDS

Sign the Records Release Form give it to your child's current school. We require school report cards/ progress reports from the past 2 years, including standardized tests if available. If application deadlines are approaching, feel free to bring us copies of your originals. Please include any other assessments your child may have had to add to your child's application file.

5 STUDENT VISIT

Upon receiving your application materials, we will contact you to schedule a time for your child to come to Gateway for a "shadow day" where they will have the opportunity to come spend an ordinary school day with us.

6 CONSIDERATION AND NOTIFICATION

Once all the steps have been completed your child's admission to Gateway will be considered. The Admissions Committee will meet to discuss your child's application and you will be notified of our decision by mid-March.



Flexible Tuition: Affording a Gateway School Education

Flexible Tuition Puts A Great Education Within Reach

At Gateway we continue to strive to make our educational experience accessible to all.

The purpose of our Flexible Tuition model is to help fulfill the Gateway School mission by increasing economic diversity in the school community. We believe that our school's mission, vision, and goals explicitly call for engaging in action that promotes equity and justice; that diversity provides a powerful basis for exploring multiple perspectives throughout our curriculum; and that a full cohort of students adds depth and value to the experience of all students and families in a myriad of ways.

- **Will applying for Flexible Tuition affect my admissions application?**

No. Admissions decisions are independent of a family's financial situation.

- **How do I apply for Flexible Tuition?**

Gateway School uses the Financial Aid for School Tuition (FAST) system by Independent School Management to determine tuition discounts. Simply visit our website (gatewaysc.org) and select Flexible Tuition from the Admissions drop down menu to learn more about our Flexible Tuition process.

- **Will I qualify for Flexible Tuition?**

Flexible Tuition awards are based on documented need and the availability of funds Gateway sets aside for this purpose. It is offered on a first-come, first-served basis and priority is given to currently enrolled families.

Because every family situation is unique, applications are considered on an individual basis. In order for your application to be reviewed by the Flexible Tuition committee you must submit a completed FAST application including tax documents.

- **What factors does FAST consider when making a determination?**

Many factors are considered, including family income, assets and liabilities, number of children in tuition-charging schools, standard of living expenses, and each family's unique circumstances.

- **What is the typical award amount?**

There is no typical award amount. Awards are granted based on each family's individual circumstances. Awards range up to 50% of annual tuition.

- **Must I apply for Flexible Tuition annually?**

Yes. Flexible Tuition is awarded on an annual basis. Every family must submit a completed FAST application (including tax documents) every year so that family finances can be evaluated annually.

- **What if I am divorced/separated/remarried?**

All living parents/legal guardians are expected to contribute to their child's education and complete paperwork for Flexible Tuition. Parents/Guardians with joint custody agreements should work together to complete the FAST application. Gateway also considers the resources of stepparents in making award determinations.

- **Will my records be confidential?**

The FAST system collects all financial documents on a secure platform. Gateway's Flexible Tuition committee maintains strict confidentiality regarding financial documents. Only those who are directly involved in the decision and administration of Flexible Tuition have access to the information.



Please attach
student's photo
Here or email



OFFICE USE ONLY

Fee_____ Date Recd_____
Check_____ Cash_____
DB__Eml__CL__Spsht__
DatAcc_____ DatEnr_____
Note_____

APPLICATION FOR ADMISSION

Please include: ☐ \$100 non-refundable application fee

Return forms with application fee to the Admissions Office: Gateway School, 255 Swift Street, Santa Cruz, CA 95060

Gateway School is committed to recognizing the rich diversity of our students. If you have any questions about any of the information we are collecting, please don't hesitate to discuss with us.

For Academic Year: _____ **Applying for Grade:** _____ **Date:** _____

Student's

Name: _____
First Middle Last (Nickname)

Birth date: _____

Address: _____
Street City/State Zip

Gender: _____ Female _____ Male _____ Decline to State _____ Something else (please share here) _____

Child's preferred gender pronoun: _____ She _____ He _____ They _____ Something else (please share here) _____

Child's sex listed on birth certificate _____ Female _____ Male _____ Intersex/Other (See below if you wish to share details)

You may share this information privately via an attached note or set up a time to discuss this in person. This information will be kept private and confidential and will not affect your child's enrollment.

Ethnic Identity (optional)

☐ African American ☐ Asian American ☐ Caucasian ☐ Latino/Hispanic Amer.
☐ Middle Eastern American ☐ Multiracial American ☐ Native American ☐ Pacific Island. Amer.

FAMILY INFORMATION

Parent/ Guardian 1

☐ Student's primary residence

Full Name

Address (if different from Applicant's)

City State Zip

Profession/Position Place of Employment

Home Phone Business Phone

Cell Phone Email

Parent/ Guardian 2

☐ Student's primary residence

Full Name

Address (if different from Applicant's)

City State Zip

Profession/Position Place of Employment

Home Phone Business Phone

Cell Phone Email

Parents

☐ Married ☐ Divorced/Separated ☐ Single ☐ Domestic Partners ☐ Mother Deceased ☐ Father Deceased

In the case of divorced or separated households, correspondence from the school should be sent to:

Name(s)

Language(s) most often spoken at home _____

SCHOOLS ATTENDED

Current School	Grades Attended	Current Teacher
Address	City	State
Telephone	Zip	

Previous School(s)

Name	City/State	Grades Attended
Name	City/State	Grades Attended

Has the applicant ever been dismissed, suspended, withdrawn or subject to disciplinary action from any school? If yes, please provide details.

SIBLINGS

Name	Birth date	School	Grade
Name	Birth date	School	Grade
Name	Birth date	School	Grade

ALUMNI List any relatives or friends who have attended Gateway School:

Name	Year Graduated	Relationship to Applicant
Name	Year Graduated	Relationship to Applicant

GRANDPARENTS Please tell us who to inform about "Grandparents Day"

Name	Relationship	Address	Email
Name	Relationship	Address	Email

ADDITIONAL INFORMATION How did you hear about Gateway School?

How did you hear about Gateway School? (please check all that apply)

Personal Referral: Whom may we thank? _____
General word of mouth _____ Attended Camp Gateway _____ Alumni _____ Print Ad _____ KAZU-Radio _____ SCParent.com _____
Web search: _____ Social Media: _____
Saw us at an event: _____ Other: _____

Gateway School's admissions and financial aid policies do not discriminate on the basis of race, gender, sexual preference, ethnic origin, disability, martial status, religion, creed or similar factors. This policy applies to all areas of student concerns: admissions, athletics, educational policies, financial aid, and other school administered programs.

I have read and understood the above application in its entirety.

Parent/Guardian Signature	Date
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Independent Schools of the San Francisco Bay Area Common Confidential Student Evaluation Form (1st – 8th Grade Applicants)

Child's Name _____ Date of Birth _____ Applying to Grade _____
Last First Middle Month/Day/Year

To be completed by the parent/guardian: Complete the above information and read/sign the statement below. Give a signed copy of this form to your child's teacher(s) and request that they send it directly to Gateway School by mail at **255 Swift Street, Santa Cruz, CA 95060** or email to Cindy Jones at **cindy.jones@gatewaysc.org**

For the child named above, I give my permission to release the information on this form to the school(s) to which I am applying and understand that I will not have access to this confidential information. In addition, I permit my child's current school staff to speak with and/or welcome a visit from any inquiring admission staff member, so that they may learn more about my child for admissions purposes. All communication between schools will remain confidential, and I will not have access to the content of any conversation.

Name of parent/guardian (please print) _____ Date _____

Signature of parent/guardian _____

To be completed by the teacher: It is only necessary to complete this form once. Consult with the child's parent/guardian regarding the school(s) to which the family is applying. Please save this completed form for your records and email or mail a copy directly to each of the indicated schools. We sincerely appreciate your cooperation in evaluating this applicant honestly and assure you that this information will be held in confidence. Please be sure the parent/guardian has signed above.

Name of School _____ Child's Enrollment Start Date _____ End Date _____

I am the student's ☐ Current Teacher ☐ Previous Teacher ☐ Math Teacher ☐ English Teacher ☐ Homeroom Teacher ☐ Other

Is English the child's primary language? _____ Language _____ (If not English) How long have you known this child? _____

List **three** words to describe this child: 1. _____ 2. _____ 3. _____

What inspires this child? What discourages this child?

For each item in the tables below, please check the most developmentally age-appropriate description of this child.

Academic Performance	Not Evident	Needs Improvement	Emerging	Age Appropriate	Advanced
Academic ability					
Academic performance					
Ability to work in a group					
Ability to work independently					
Intellectual curiosity					
Motivation/Effort					
Participation in discussions					
Ability to express ideas orally					
Ability to express ideas in writing					
Follows directions					
Demonstrates self-control in classroom					
Executive functioning skills					
Attention span					
Persistence					
Use of class time					
Seeks help when needed					

Comments:

Child's Name _____
Last First Middle

For each item in the tables below, please check the most developmentally age-appropriate description of this child:

Personal Characteristics	Not Evident	Needs Improvement	Emerging	Age Appropriate	Advanced
Imagination					
Leadership potential					
Classroom conduct					
Self-confidence					
Respect for teachers					
Reaction to criticism					
Integrity/Trustworthiness					
Relationship with peers					
Accepts responsibility for actions					
Uses language to problem solve					
Consideration of others					
Maturity					
Sense of humor					
Seeks advice/help when needed					
Demonstrates self control on playground					
Conduct in specialist classes					
Transitions easily					

Comments:

Family Information	Did Not Observe	Rarely	Sometimes	Usually	Consistently
Has realistic expectations for their child					
Communicates openly with the school					
Follows the rules and policies of the school					
Cooperates with classroom teachers					
Follows through with school recommendations					
Cooperates with school administration					
Participates in school activities					
Is punctual with drop-off and pick-up procedures					
Respectful of teachers' time					

Comments:

What are this child's strengths?

What are this child's challenges?

Describe this child's approach to learning (hands on, visual, kinetic, auditory, logical) and/or what kind of classroom environment would be a good match for this child.

SPECIFIC RECOMMENDATION:

- ☐ Recommended ☐ Recommended with reservations (*please explain below*) ☐ Prefer not to make a recommendation (*please explain below*)

☐ **Check here if any information pertaining to this child/family would be better communicated by phone. Please feel free to add further narrative on additional page(s) if desired.**

Form completed by (print name) _____ Position _____ Date _____

Your signature _____ Email _____ Phone _____

School Name _____ Director/Principal's Email _____

Director/Principal's Name _____ Director/Principal's Phone _____

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Name of parent/guardian (please print) _____ Date _____

Signature of parent/guardian _____

To be completed by the teacher: It is only necessary to complete this form once. Consult with the child's parent/guardian regarding the school(s) to which the family is applying. Please save this completed form for your records and email or mail a copy directly to each of the indicated schools. We sincerely appreciate your cooperation in evaluating this applicant honestly and assure you that this information will be held in confidence. Please be sure the parent/guardian has signed above.

Name of School _____ Child's Enrollment Start Date _____ End Date _____

I am the student's ☐ Current Teacher ☐ Previous Teacher ☐ Math Teacher ☐ English Teacher ☐ Homeroom Teacher ☐ Other

Is English the child's primary language? _____ Language _____ (If not English) How long have you known this child? _____

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Ability to express ideas in writing					
Follows directions					
Demonstrates self-control in classroom					
Executive functioning skills					
Attention span					
Persistence					
Use of class time					
Seeks help when needed					

Comments:

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Maturity					
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What are this child's strengths?

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Describe this child's approach to learning (hands on, visual, kinetic, auditory, logical) and/or what kind of classroom environment would be a good match for this child.

SPECIFIC RECOMMENDATION:

- ☐ Recommended ☐ Recommended with reservations (*please explain below*) ☐ Prefer not to make a recommendation (*please explain below*)

☐ **Check here if any information pertaining to this child/family would be better communicated by phone. Please feel free to add further narrative on additional page(s) if desired.**

Form completed by (print name) _____ Position _____ Date _____

Your signature _____ Email _____ Phone _____

School Name _____ Director/Principal's Email _____

Director/Principal's Name _____ Director/Principal's Phone _____



PARENT QUESTIONNAIRE

Legal Guardian's Name: _____

Applicant's Name: _____ Applying for Grade: _____

- ☐ I have attended a tour/open house on _____ (month/day/year).
☐ I have not attended a tour/open house. Please contact me to set up an appointment.

This information is considered to be **confidential** by the Admissions and Enrollment Manager. Please feel free to use additional paper if necessary.

1. Why are you interested in having your child attend Gateway School?
(active learning, small class size, nurturing environment, location, etc.)

2. Please describe your child and include his/her strengths and challenges.

3. What are your child's social skills and challenges?

4. What are your child's favorite and least favorite school subjects?

5. How did you first hear about Gateway School and who encouraged you to apply?

6. Does your child learn better with highly structured assignments or does your child do better when assignments are open-ended?

7. Please describe any special circumstances that have affected your child's performance in school. (For example, particular learning difficulties, illness or physical issues, or frequent changes of homes or schools.) This information helps us to get to know your child better.

8. We encourage parents to volunteer at Gateway. Please list any special interests or talents that you may have.

9. Please describe your (and if applicable, your spouse/partner's) educational history and/or commitment to life-long learning.

Thank you for your interest



RECORDS RELEASE

TO: PARENTS

Please complete and sign the **top section** of this form and give it to the registrar/records office at your child's **current school**. Thank you!

Date _____

Name of Student _____

Current Grade _____

Parent Signature _____

TO: REGISTRAR

The above named student is **applying for admission** to Gateway School. Please release **copies** of report cards and standardized testing results from the **past two years** to:

Gateway School Admissions
255 Swift Street
Santa Cruz, CA 95060
(831) 454-0843 FAX
(831) 423-0341 Main office

Thank You!
Gateway School Admissions Office



2023-2024 TUITION

What Tuition Covers

Tuition covers all aspects of our academic and specialist program, as well as before school/early drop-off, starting at 8:00am. Tuition also covers all books and classroom materials, field trip transportation (if we don't use parent volunteers), student publications, Discovery Center equipment and devices, science lab, and art studio supplies.

Tuition does not include the cost of optional items such as lunch, tutoring, after-school care, and enrichment classes. There is an additional fee for the 8th grade capstone travel experience in Washington D.C.

Flexible Tuition

The purpose of our Flexible Tuition model is to increase economic diversity in our school community. We believe that our school mission, vision and goals explicitly call for engaging in action that promotes equity and justice; that diversity provides a powerful basis for exploring multiple perspectives throughout our curriculum; and that a full cohort of students adds depth and value to the experience of all students and families in a myriad of ways.

Families can apply through the FAST (Financial Aid for School Tuition) program.

Instructions and an online application are available on the school website.

Tuition determinations are independent from admissions decisions.

Tuition

Grades K-4: from \$15,700 to \$31,395*

Grades 5-8: from \$16,750 to \$33,495*

**Depending on eligibility for Flexible Tuition.*

In the 2022-23 school year families paid on average \$23,000 per student.

Payment Plans

There are several tuition payment plans available, some of which may carry a discount.

- Annual Payment Plan:** Full payment by May 31, 2023
(if student is fully enrolled by the enrollment deadline)
- Semi-Annual Payment Plan:** Two installments, May 31 and November 30, 2023
(if student is fully enrolled by the enrollment deadline)
- Monthly Payment Plan:** Monthly in ten installments, June 2023 through March 2024

Additional Fees

- Student Billing Account:** \$50 per family, mandatory fee charged by Blackbaud Tuition Management program
- Tuition Insurance:** \$475 per student, mandatory for Semi-Annual and Monthly Plans charged by insurance carrier

Tuition for the 2024-25 school year will be set by the Board of Trustees at the end of January 2024.

If you have any questions please contact Cindy Jones, Admissions & Enrollment Manager at 423-0341, ext. 302.