

Schaeffer Academy

A Christ-Centered, Classical Education

Providing a Christ-Centered, Classical Education

Welcome to Schaeffer Academy and thank you for your interest in the school! Schaeffer Academy is an excellent choice for parents who want a traditional academic setting with a Christian worldview for their kindergartner through twelfth (K-12) grader. With uniforms, orderly classrooms and a curriculum that balances challenging study with art, music, physical activity, Schaeffer Academy seeks to impart a lifelong love of learning to our students.

- Schaeffer Academy Middle School-Upper School Profile [Schaeffer Academy MUS School Profile](#)
- What is Classical Education? [What is Classical Education?](#)
- As a Christian School - As a Classical School by Keith Phillips, Headmaster [As a Christian School - As a Classical School](#)
- The Lost Tools of Learning by Dorothy Sayers [The Lost Tools of Learning](#)
- Schaeffer Academy Website – www.schaefferacademy.org

For **Kindergartners**, we offer a five day per week program. Academic half-day kindergarten is the basis and emphasizes phonics, math, and handwriting, with additional instruction in science, music, Latin, PE and art. We also offer the option of enrolling your kindergartener in a half-day enrichment program which includes supplemental academic activities, creative projects, field trips, and additional music and art activities. Kindergarten options are the following: 5 days of half-day kindergarten or 5 days of full-day kindergarten.

We help in the Process?

Our Admissions Department is committed to making your family's experience individualized, relaxed and personal.

- Headmaster, Mr. Keith Phillips, 507-286-1050, phillips.keith@schaefferacademy.org
- Administrator/Registrar: Mrs. Jill Wirth, 507-286-1050, wirth.jill@schaefferacademy.org
- Special Education & Testing Coordinator: Mrs. Debbie Montalvo, 507-286-1050, montalvo.debbie@schaefferacademy.org

Plan a Visit-Get to Know Us

Visitor Information & Tours: There are Visitor Information Tours most Wednesdays that you can confirm on the calendar on our school website at www.schaefferacademy.org. We would be happy to schedule another weekday and time if our regular visitor information tours do not work for you and your schedule.

- School Year (In-Session): Mid-September to early May most Wednesdays at 8:30 a.m.
- Summer Break: Early June to Mid-August most Wednesdays at 9:30 a.m.

Prospective Parent Information Meetings & Kindergarten Round-ups:

- **Wednesday, October 28, 8:00-10:00 am**
- **Wednesday, January 27, 8:00-10:00 am**
- **Wednesday, February 17, 8:00-10:00 am**

These events are a great way to see the school in action and hear about classical Christian education first hand. It also provides a great opportunity to get answers to any questions you may have. In addition, it will give insight into our model of education and provide an opportunity for you to experience our school dynamic and thoughtful community including visiting classrooms and meeting our faculty and staff.

Our kindergarten teacher, Ms. Davis, will teach a lesson to the potential Kindergartners and parents who attend. Then, one of our specialist teachers (music, art, or Latin) will work with the students while Ms. Davis and Mr. Phillips, our Headmaster, meet with the parents alone to tell you about Schaeffer Academy. You'll be able to ask questions, meet K-1-2 teachers, tour the school and talk to administrators.

Upcoming Prospective Parent Information Meetings and Visitor Tour Reservations

Please consider attending a Prospective Parent Meeting & Kindergarten Round-up, Wednesday Visitor Information Tour, or making an appointment at another time to visit our school. Reservations are not required; however, you may make a reservation by contacting the **Registrar, Jill Wirth** to let us know you plan to attend.

Important Enrollment Dates

Schaeffer Academy recommends that parents apply early before the enrollment year in order to take advantage of class openings and available scholarship funds when they are at their greatest. You may apply up to two years in advance of your child's enrollment year.

New students are placed in available openings after current Schaeffer families reenroll each February for the next school year. For grades without openings, students will be given the opportunity to be placed on a waiting list.

- **February 1, 2020**
Scholarship Program opens to current students and new student who have applied for enrollment.
- **February 18, 2020**
Prospective new student applications (including new siblings) due by the 3rd Tuesday in February
Current Family Tuition Assistance Program deadline (coincides with Reenrollment)
 - Any remaining admission documents (i.e. school records, kindergarten screening, IEP, etc.) must be submitted to the school Registrar by February 28, 2020.

(After February 18, applications are welcome and decisions regarding admission and tuition assistance will be made on a rolling basis subject to class openings.)

- **April 15, 2020**
Application fee increases from \$175 per student (\$350 maximum per family) to \$350 per student (\$700 maximum per family) after April 15, 2020 for the upcoming school year.

Enrollment for the current school year is ongoing.

Part-time Students (Grades 9-12): Part-time students are considered for enrollment once full-time student enrollment is finished and remaining class openings are known.

Request Information

Should you desire more information than available here or on our website, please contact our **Registrar, Jill Wirth** at **507-286-1050** or wirth.jill@schaefferacademy.org and our Admissions Office will contact you. We look forward to an opportunity to meeting you . If you have not already done so, please consider making an appointment to visit. We would very much like to meet you and encourage you to tour our school and campus.

Admissions Overview & Requirements:

Nondiscrimination Policy: Schaeffer Academy 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 and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school administered programs. Because of the clear teaching of Scripture that God does not show favoritism based on race or nation or tribe of origin, but rather accepts all who fear Him and who do what is right, Schaeffer Academy does not discriminate on the basis of race or nation or tribe of origin or any other basis that is contrary to Scripture, for purposes of fellowship, acceptance, membership, enrollment, employment, or leadership. (Matthew 28:19-20, Acts 10:34-36, Revelation 5:9 and Revelation 14:6)

Parent Admission Requirements

Parents should have a clear understanding of the biblical philosophy and purpose of Schaeffer Academy. This understanding includes a willingness to have their child exposed to the clear teaching of the school's **Statement of Faith** [Statement of Faith](#) in various and frequent ways within the school program.

Parents should have a clear understanding of our unique classical approach. Parents should carefully read the school's **Statement of Purpose** [Statement of Purpose](#) and informational materials about the school. We also strongly encourage each parent to read the book by **Douglas Wilson, "Recovering the Lost Tools of Learning,"** as one of the best texts for explaining the kind of program we offer at Schaeffer Academy.

Parents are required to cooperate with all the written policies of Schaeffer Academy. This is especially important in the area of discipline and schoolwork standards, as well as active communication with the respective teachers and administration. In addition, parents are strongly encouraged to become active volunteers in other areas of the school.

There are three important documents that need to be completed at the time of admission and annually thereafter:

1. **Statement of Purpose** [Statement of Purpose](#): This document outlines the beliefs and practices of a Schaeffer Academy education. We require parents to sign the Statement of Purpose to show their agreement with the philosophy of the school.
2. The **Statement of Faith** [Statement of Faith](#): While parents are not required to agree with nor sign the Statement of Faith, we want parents to recognize that all students of Schaeffer Academy are taught according to its content. In addition, Parents will only be considered to be voting members of the school if they elect to sign the Statement of Faith.
3. The **Enrollment and Tuition Contract**: Signing this document indicates a clear understanding between parents and the school regarding financial arrangements. This document is part of the online enrollment process once a student is accepted for enrollment and annually thereafter with reenrollment.

Student Admission Requirements

Educational policies of the State of Minnesota require students admitted to kindergarten to have had their fifth (5th) birthday by September 1. Kindergarten students need to complete a preschool screening (Early Childhood Screening) available through the school district where parents reside or the Rochester Public Schools.

All incoming grade 1-12 students must have one or more of the following and a successful score on Schaeffer Academy's entrance test:

- An overall C average (1.8) in the previous grade level
- A passing grade in all subject areas

- At or above average on a recognized national standardized test

The student should understand that his or her parents have delegated their authority to the school. The child is therefore subject to the instruction and discipline of the teachers and the Headmaster while at school.

2020-21 Tuition, Fees & Deadlines

Application Deadlines:

Schaeffer Academy recommends that parents **apply early** before the enrollment year in order to take advantage of class openings and available scholarship funds when they are at their greatest. You may apply up to two years in advance of your child's enrollment year. New students are placed in available openings after current Schaeffer families reenroll each February for the next school year.

New student applications (including sibling applications) are **due on or before the third Tuesday in February** for the subsequent school year. All required application materials for a new student's admission are due by the end of February.

Enrollment for the current school year is on-going.

Application Fee:

The Application Fee is non-refundable and non-transferable.

Application Fee: \$175 per student, \$350 maximum per family

Application Fee (after April 15): \$350 per student, \$700 maximum per family

Tuition Cost:

Half-day Kindergarten: \$4,940

All-day Kindergarten thru 12th Grade: \$9,150

| Tuition Plan Options: | <u>Tuition Deposit</u> | <u>All-Day K thru 12th Grade Per Month</u> | <u>Half-Day Kindergarten Per Month</u> |
|------------------------------|-------------------------------|--|---|
| 12 Month Payment Plan | \$915 | \$748.64 per month | \$365.91 per month |
| 10 Month Payment Plan | \$915 | \$915 per month | \$447.23 per month |
| Semi-Annual/Annual Plans | \$915 | -Also Available- | -See Payment Schedule Below- |

Tuition Deposit: There is a non-refundable, non-transferable Tuition Deposit of \$915 that is applied directly to the annual tuition cost for the student. The tuition deposit is required with all payment plans including the semi and annual tuition plans and is due as follows:

New Students (including new sibling students): The tuition deposit of \$915 per student is due within two weeks after completing the application and admission process and receiving an acceptance letter from Schaeffer Academy. This will secure a class spot for the 2020-21 school year. (**Note:** For new student's enrollments during the school year, the tuition deposit is due the earliest of two weeks upon acceptance or the student's first day of school.) New students include any student that did not attend or complete the prior school year but have attended Schaeffer previously.

Returning Students: The tuition deposit of \$915 per student is due on or before the February reenrollment deadline each year to reenroll for the following school year. Students that do not reenroll by the February reenrollment deadline lose their class position and priority and if they choose later to reenroll must reapply for reenrollment and pay the application fee.

Tuition Plans & Payment Schedule (*After Tuition Deposit): The FACTS payment plan set-up and the online payment for the Tuition Deposit are steps in the Online Enrollment process after acceptance for enrollment for new students and reenrollment for current students.

12-Month Plan:

The remaining balance of the 2020-21 annual tuition is due on or before the first day of each month of the following months: beginning July 2020 through January 2021 and March through June 2021. On February 1, 2021, tuition deposits for the 2021-22 school year are due.

Important Note: The only monthly payment plan for students accepted and enrolled after June 1 is the 10-month plan.

10-Month Plan:

The remaining balance of the 2020-21 annual tuition is due on or before the first day of each month of the following months: beginning September 2020 through January 2021 and March through June 2021. On February 1, 2021, tuition deposits for the 2020-21 school year are due.

-Semi-Annual Plan:

The remaining balance of the 2020-21 annual tuition is due in two installment payments on or before September 1, 2020 and January 1, 2021.

-Full Payment Plan:

The remaining balance of the 2020-21 annual tuition is due in one installment payment on or before September 1, 2020.

Tuition Assistance/Financial Aid (opens February 1):

The Scholarship Program opens to enrolled new and current students on February 1 for the upcoming school year. The deadline for current families is the reenrollment deadline (the third Tuesday in February). Scholarship awards are credited monthly to the student's account beginning either July 1 or September 1 depending on the tuition plan (10 month or 12 month) chosen. Scholarship awards do not apply and are not credited to the Tuition Deposit.

Optional Special Programs

Parents provide lunch for their students and Schaeffer Academy provides milk. There are microwaves on carts to heat food. Lunches are not refrigerated so please use an insulated lunch bag and ice pack if needed.

Here are some additional lunch options:

- Lunch Bunch (Kindergarten): Lunch Bunch is our lunch/recess option offered to Schaeffer half-day kindergartners daily from 10:45 a.m. to 11:45 p.m. Students enjoy recess with the all-day kindergartners, then eat lunch with the 4-6 graders. Cost is \$5 per day
- Lunch (Senior Trip Fundraising Option): Tuesday is pizza Day and Friday is Chick Fil A day. Parents pre-order from and pay for these meals via their parent portal in FACTS. The cost range is \$1.75 to \$7.00. All fundraising proceeds go to the senior class trip.

Before/After School Care Program (BASC)

Before and After School Care provides a safe, creative, and friendly environment for children before and after the school day. Hours are: Mornings, 6:00-7:30 a.m. and Afternoons, 2:45-6:00 p.m. There are two care plans available for families: Full-Time (Contracted) and Part-Time (Drop-In). There is a registration fee of \$35 per family. For more information, see [BASC Program Information](#).

Tuition Assistance

Schaeffer Academy has an excellent Tuition Assistance Program and are pleased to offer parents a convenient, online method to apply for financial aid through the FACTS Grant & Assessment Program. The Financial Assistance Program opens on February 1 for the upcoming school year. Parents interested in applying for financial aid will be provided the FACTS link once parents have applied for enrollment in the school. Current parents apply for the Tuition Assistance Program during the reenrollment period.

Applicants should exhibit dedication to Schaeffer Academy through a clear commitment to classical education and enthusiasm for the mission of the school and activities. Preference will be given to applicant families who demonstrate a strong involvement in Schaeffer Academy as well as desire to keep their students enrolled continuously at the Academy for the duration of their education.

Please talk to us about financial aid before deciding about not to enroll for financial reasons. We want to make a Schaeffer Academy education available to as many people as possible. We are planning to award more than \$240,000 for the 2020-21 school year. If tuition for your family will cost more than 10-15% of your adjusted gross income, you should consider applying for tuition assistance.

Application Process & Requirements (How to Apply):

Schaeffer Academy encourages families to begin the application process as soon as possible. We make the application as simple as possible using our Online Application. Online Application simplifies submission and provides parents a tool for tracking online the status of their admission after their application has been submitted.

Note: Schaeffer is in the process of converting to Online Application and will be accepting paper applications until our anticipated live date after March 1, 2020.

Step 1: Submit Enrollment Application and Application Fee*

Applications are accepted for the current, upcoming and following school year (two years in advance of the enrollment year). The student's online enrollment application and fee enable the work necessary to determine whether a student is a good fit for Schaeffer Academy. Only completed applications with the required application fee and required documentation will be processed for enrollment.

- 1) New Student Application
 - Pre-school Application Supplement Information (*In development*)
 - Part-time Student Supplement Information (Grades 9-12)
 - International Student Supplement Information (Grades 9-12) (*in development*)
- 2) New Sibling Application
 - Pre-school Application Supplement Information (*In development*)
 - Part-time Student Application Supplement Information
- 3) Reenrollment Student Application (Students who missed the February reenrollment deadline)

Step 2: Submit Application Forms and Materials

All Student Applicants:

- A certified copy of the student's official **birth certificate** or we can photocopy the original for you.
- A copy of the current **immunization history**. Students must have all required immunizations before they can start school. See Minnesota immunization requirements, if needed [Minnesota Immunization Requirements](#).
Note: Parents must provide Schaeffer Academy with an update of the student's immunization record if additional immunizations are completed before the start of school.
- A copy of the most recent or court order addressing **custody agreement**, access to the student, and parent rights to school information and decision making regarding the education of the child.

Grade 1-12 Applicants:

Schaeffer Academy will request copies of the following applicable records for the past two years from the student's school(s). If disclosure is an issue, please discuss other options with the school's Registrar, Jill Wirth.

- Report cards (two complete academic years and current year-to-date, if mid-year transfer)
- High school transcript (grades 9-12)
- National standardized test scores
- All special evaluation and screening forms (IEP, accommodation plans, special testing, health information, etc.) if applicable
- Attendance and behavioral records
- Records Request Form for prior school(s) [SA Request for Copy of Student Records](#)

Homeschool Applicants:

Parents must provide the following information and records for the past two years (and year-to-date, if a mid-year transfer):

- Curriculum list (publisher and material used for two complete academic years and current year-to-date, if mid-year transfer)
- Scope and sequence general summary of material covered in all subjects for each year
- National standardized test scores
- Work samples in writing and math
- Titles of books read
- All special evaluation and screening forms (IEP, accommodation plans, special testing, health information, etc.) if applicable

Step 3: Student Placement Testing

All new students will be evaluated including kindergartners. The Registrar will schedule placement testing once all of the required application materials have been submitted to the school. Grade 1-12 student's academic records from prior schools and Schaeffer Academy's Student Placement Testing will be used to determine grade placement.

Kindergarten Applicants:

- Kindergarten students need to complete a preschool screening (Early Childhood Screening) available through the school district where parents reside or the Rochester Public Schools (507) 328-4200. At the conclusion of the screening, parents need to request that a complete copy of the screening is sent to Schaeffer Academy for review.

Step 4: Family Interview

When all of the admission materials (*see Admission Requirements*) have been received and reviewed and Student Placement Testing completed, the student and parents will be scheduled for an interview with the Headmaster.

Step 5: Admissions Review and Placement

Parents will be notified of their student's acceptance status and placement following the interview.

Wait Pool Practices:

Parents must complete Online Application in order to be placed in the waiting pool if a class is full.

- Parents pay only \$25 of the applicable application fee when they submit their Online Application. The application fee balance is due when the student has been placed in a class opening. The waiting pool and application fee are non-refundable and non-transferable
- Students applicants in the waiting pool will remain until placed and parents do not need to complete a new application unless they withdraw their student's enrollment application or withdraw from the class waiting pool
- Schaeffer Academy will contact parents when the student can be placed
- Placement can occur at any time and may be offered during the school year if an opening becomes available. The application information and required admission documentation will be updated as needed when placed.
- Parents should immediately notify the school in writing if they wish to withdraw their student's enrollment application from the waiting pool. This is a kind act of consideration, for not only the school, but also other families waiting to be placed.
- If parents do not accept placement when offered or withdraw a student from the waiting list, a new application and application fee is required to re-apply.

Step 6: Acceptance and Online Enrollment

Students who are accepted will be provided a link in FACTS Family Online (parent portal) and instructions to create an account to complete the Online Enrollment registration process and pay the tuition deposit (10% of the annual tuition). Once Online Enrollment is complete and the tuition deposit paid, parents will receive notification that the student is officially enrolled.