



## Welcome

Thank you for your interest in Crestmont School. In this packet you will find materials that describe our program, tuition, co-op structure, and the application process.

Crestmont is a small nonprofit, nonsectarian, parent co-operative school for grades K through 8. Founded in 1969, Crestmont continues to provide a nurturing, intimate, and creative educational environment for children, and a meaningful community for parents interested in actively participating in their children's education.

Crestmont offers:

- Low child to adult ratio
- Experienced, credentialed teachers
- Strong academics
- Support for development of children's critical thinking skills
- Expertise in teaching to different learning styles
- Curriculum based on social justice and emotional growth
- Commitment to ethnic, racial, economic, and family diversity
- Active parent involvement in education and community

For questions about our program or application process, please email our Admissions Director, Maggie Starr, at [admissions@crestmontschool.org](mailto:admissions@crestmontschool.org) or call (510) 237-4164. You can also learn more by visiting our website [www.crestmontschool.org](http://www.crestmontschool.org).

We know there are many outstanding educational options in the Bay Area and hope you will consider applying to our wonderful program.

Sincerely,

Dianne Driscoll  
Head of School



## Admissions Process For The 2022-2023 Academic Year

Children of all backgrounds are encouraged to apply to Crestmont. This handout describes our admissions process step by step, beginning with the dates for this year's tours and events.

We are utilizing [Ravenna Hub](#) for inquiries, event registration, and applications. Note that you do not need to create a Ravenna account until you are ready to submit an application. If you have questions at any point in the process, please contact us at [admissions@crestmontschool.org](mailto:admissions@crestmontschool.org).

### How to Apply:

#### 1. Attend an Admissions event to learn about our program.

This Admissions season, we will be hosting both **live virtual tours** via Zoom during the weekday and **in-person events** on the weekend. Current parents and staff will be available for questions and we will follow all necessary COVID protocols to ensure the safety of our students, staff, and guests.

*Please visit our website for the most up to date information.*

<b>VIRTUAL CAMPUS TOURS</b> (9:30-11:00 a.m.)	<b>IN-PERSON INFORMATIONAL EVENTS</b> (10:00-11:30 a.m.)
Tuesday, October 19, 2021 Thursday, November 18, 2021 Tuesday, December 14, 2021 Thursday, January 20, 2022	<b>Campus Tours:</b> Saturday, October 30, 2021 Saturday, November 13, 2021 Saturday, January 8, 2022 Saturday, January 29, 2022  <b>Information Session with K-8 Teachers:</b> Saturday, December 4, 2021

To register for an event, please [visit our inquiry and registration page](#) on Ravenna Hub. Note: you do not need to create a Ravenna account until you start the application process.

For families applying for rolling admissions (between April-January), please contact [admissions@crestmontschool.org](mailto:admissions@crestmontschool.org) to schedule a tour or to speak with a member of the Admissions team.



## 2. Complete your application online on Ravenna Hub.

Our priority application deadline is **Friday, February 4, 2022.**

To submit an application, you will need to create an account on [Ravenna Hub](#). Please be prepared to pay a non-refundable application fee of \$75.

## 3. Submit your child's required forms through Ravenna Hub.

1. **Teacher Recommendation Form** (grades K-8) - Please ask your child's current or most recent teacher to complete this form.
2. **Recent Progress Report** (grades 5-8)
3. **Outside Educational Assessments** (all grades, if applicable)
4. **Financial Aid Application** (if applicable)

Note: Your child cannot be considered for admission until the application, processing fee, and all required forms have been received.

## 4. Your child will be invited to attend an evaluation session.

Once all your required forms have been received, we will invite your child to attend a classroom visit to meet with one of Crestmont's teachers. Visits will begin in February 2022. Note that these meetings will take place safely in-person or via Zoom, depending on the current situation.

*If applying for Kindergarten:*

To be considered for admission to Kindergarten, a child must be five years old by October 31st (birthdays after this date will be considered on an individual basis).

Applicants for Kindergarten are invited to meet with Crestmont teachers in small groups on Saturdays and after school. Parents remain on campus during the visit and have a chance to talk with the Admissions staff and the Head of School.

*If applying for grades first through eighth:*

A visit is arranged for your child to spend time at Crestmont meeting with a teacher in their current grade.



## 5. Admission offers are made in March 2022.

For priority enrollment in the 2022-23 school year, Crestmont will offer admissions on **Thursday, March 17, 2022 at 12:00 p.m.** Families are asked to respond to our enrollment offer by **Thursday, March 24, 2022 at 10:00 a.m.** Some families may be added to a wait pool and will be offered admissions as openings occur.

We will continue to accept applications and offer enrollment on a rolling basis as spots remain throughout the year.



## Crestmont At A Glance

### Our Community

We recruit and affirm children, families, and faculty who reflect the diversity of the Bay Area and we are extremely proud to have such a beautiful, diverse community. Our families hail from Richmond, El Sobrante, San Pablo, El Cerrito, Albany, Berkeley, Pinole, Hercules and Vallejo. Our staff includes six teachers, two aides, our Head of School, Finance & HR Director, Admissions Director, before and after school care providers, a learning specialist, and specialty teachers in science, music, Spanish, art, and physical education.

**Tuition** (voted on by membership each January)

**Current Elementary and Middle School Tuition:** \$21,377

#### ***Sibling Discount***

Sibling discount applied to second sibling only - 6% of tuition

#### ***Financial Aid - applications due Monday, February 1, 2022***

Crestmont uses [School and Student Services \(SSS\)](#) in making determinations regarding requests for financial aid. Our financial aid application form and additional information on financial aid can be found [here on our website](#). Please remember to upload all supporting documents.

## School Day

### Hours

Kindergarten	8:30 a.m. - 2:30 p.m.
Grades 1-4	8:15 a.m. - 2:45 p.m.
Grades 5-8	8:15 a.m. - 3:00 p.m.

Note: All grades have a minimum day every Wednesday, with dismissal at 2:00 p.m.

### Extended Care Program

After school care will be provided until 6:00 p.m. Families are asked to commit to an entire semester at a monthly rate of up to \$350, depending on the number of students enrolled in the program. Enrichment classes such as music, chess, dance, and engineering may be offered for an additional fee, depending on pandemic restrictions.



## **Educational Philosophy**

At Crestmont School, we cultivate a creative learning environment where students become critical thinkers, skillful collaborators, and courageous change-making citizens. To achieve this, we emphasize the following:

### **Individual Attention**

Every child's voice, identity, and expression matters. Our teachers create a curriculum that respects and responds to the dignity and individuality of each child. Our low student-to-adult ratio makes it possible to offer differentiated and flexible teaching styles to meet each child's needs. This educational approach supports children to find and express their unique voice, and to learn how to contribute to positive change in the world.

### **Social-Emotional Development**

We understand that children need both academic and social-emotional competencies to accomplish their goals. We teach and nurture the skills of self-awareness, self-management, awareness of others, relationship skills, and responsible decision-making. These skills foster community and civic involvement throughout a child's life.

### **Challenging Academics**

Crestmont redefines rigor. Our definition of rigor is the result of work that challenges students in new and interesting ways. We design a curriculum that is engaging for students, stretching their thinking and cultivating a love of deep knowledge. Our philosophy focuses on being responsive to children's interests to create meaningful learning experiences, with a balance between well planned strategic lessons and those that are adaptable & driven by curiosity. Given this environment, children ask questions, think critically and creatively, and develop excellent problem-solving skills.

### **Social Justice Curriculum**

We are committed to teaching in a way that empowers students to grapple with real-world problems, co-create solutions, and engage in practical actions. Our social justice curriculum starts with issues of fairness and moves up into environmental, racial and economic justice issues. Students learn about social movements and change. Through these investigations, students develop tools to take action in their community.

### **Inclusion & Diversity**

Inclusion and diversity figure into all aspects of our curriculum including mentoring and social-emotional development. We celebrate and honor the diverse cultures and multiple perspectives of our classroom communities through our carefully designed, evidence-based curriculum.



### **Multi-age Environment and Mixed-grade Classes\***

Crestmont groups students into multi-age classes and across multiple grades for a variety of activities to enhance individual learning. This multi-age environment enables students to work, play and build community across grades. They learn to help, mentor, role model, share, cooperate and lead, building their self-esteem and competence. Teachers develop a deeper understanding of each child, focusing on teaching “learning levels” rather than a “grade level,” which better addresses student needs and the diversity of abilities and ages.

*\*Please note that our intentional multi-age classes and interactions may be limited during the COVID-19 pandemic.*

### **Childhood**

Crestmont honors the spirit of childhood. Encouraging fantasy play and imagination allows each child’s spirit to flourish in his or her young years and beyond.

### **The Arts**

Drama, dance, music, and visual arts play a crucial role in the development of the whole child. The Arts provide an outlet for individual expression, bringing joy and richness to the classroom community. Currently, we offer weekly music instruction, dramatic productions in every class, and visual arts instruction.

### **Field Studies**

Crestmont embraces the application of learning, research, exploration, and experiential learning through a wide variety of field trips, including overnight when possible. Field studies enable students to apply their knowledge and skills in a real-world context and develop a greater understanding of self, place, and subject.



## Parent Involvement at Crestmont School

### How are parents involved at Crestmont?

Parents help out with the **educational program**: participating in the classroom, chaperoning and driving on field trips, and managing classroom events.

Parents help out with the **functioning of the school**: facility improvements and maintenance, fundraising, serving on the Board of Directors, helping with admissions and marketing events, and other key functions.

Parents **participate in decision-making**: voting on tuition and other fees, the co-op obligations, and other major decisions.

Parents are **part of a community** of children, faculty and families, learning and growing together. This includes everything from ordinary daily events, to supporting families in need, to annual whole-school celebrations. Our community values are kindness, inclusion, and engagement. For families, being a part of the Crestmont community is often a deeply valuable, unique, and transformative experience.

### Why is parent involvement so important?

*Two, rather than one, unique sets of knowledge are best for children.* Children are most successful when parents and teachers share information and work together to deepen their understanding of each child.

*Parents better understand their children.* Through their involvement at Crestmont, parents understand their children's school experience, and are therefore better able to support their children.

*Children become more resilient.* Children thrive when they are known, heard, and have connections with multiple adults.

*Children and adults learn first hand about democracy.* We are a living, breathing example of democracy in action. Parents, students, and staff all develop the skills of communication, collaboration, and problem solving by working together in this community.





*Parent involvement allows your tuition dollars to go farther.* Having parents handle some school functions typically managed by paid staff allows us to keep overhead costs and tuition as low as possible.

*And finally, our robust level of parent involvement supports our commitment to diversity.* By allowing us to maintain an affordable tuition, parent involvement at Crestmont ultimately makes it possible for us to welcome families who may not otherwise have access to an independent school education.

### **What are the Co-op Responsibilities?**

Being a family at Crestmont School means being a part of a cooperative. The responsibilities required of families to keep our co-op functional are flexible, and a wide variety of families find it possible to meet these expectations. The responsibilities can be completed through helping the school with various activities and tasks, and/or “buying out”<sup>\*</sup> rather than completing some or all of the obligations. Please note that charges will be applied for failure to complete co-op obligations.

1. **Monthly Meetings:** All families, even those buying out of an obligation, are expected to attend monthly membership meetings which are held on the first Thursday of each month. Families may have one unexcused missed meeting.
2. **Family Job\*:** Each family has a specific co-op job each year - this will be assigned to you and you may express interest in a certain area. There is a wide variety of jobs: room parent, graphic design, fundraising team, event coordinator, and more. Note that hours spent on family jobs do not count towards required community hours unless you hold a Chair or Board role.
3. **Required Community Hours\*:** 20 service hours *per family*. These hours may be fulfilled in a number of ways including volunteering in classrooms, driving/chaperoning on field trips, volunteering at various fundraising, marketing, and admissions events, and doing extra maintenance work.
4. **Maintenance Parties:** Families are required to participate in two maintenance parties which take place on Saturdays. Families are assigned to one maintenance party in August and may choose another date during the school year.



**\*Buy Out Options** - Families have the option to buy out of the Family Job and/or the Community Hours requirement. This option is on a first come first serve basis and is only available to a maximum of 10% of the family population.

**Community Hours Buyout**

No service hours required. Must fulfill two required maintenance parties and hold a family job.

\$1,700.00

**Family Job Buyout**

No family job required. Must fulfill two required maintenance parties and community hours.

\$2,200.00

**Sabbatical Year:**

Families who have fulfilled Community Obligations for 6 years may choose to have a sabbatical in their 7th year at Crestmont School. This means they may choose to not hold a family job or not perform 20 service hours. Families must still fulfill 2 required Maintenance Parties.



## Financial Aid for the 2022-2023 Academic Year

Tuition is currently set at \$21,377 for all grades and is voted on by membership every year at the January co-op meeting. Financial assistance is available for applicants who demonstrate financial need. The goals of Crestmont's financial aid program are to facilitate a socio-economically diverse student body. The school uses the services of School and Student Services (SSS) to evaluate a family's financial need. In addition, Crestmont has a supplementary application.

When considering financial aid requests, the Crestmont Financial Aid Committee will take into account the recommendation of SSS as well as other factors such as the number of applicants for aid that year and the amount of money available. The decision to award financial aid and how much to award is solely up to the members of the Crestmont Financial Aid Committee. Decisions are made independently from admissions decisions and do not affect an applicant's opportunity for acceptance. All financial information submitted is held in confidence.

***To apply for financial aid, please submit the following by Monday, February 1, 2022.***

1. Submit online the School and Student Services (SSS) Parents' Financial Statement (PFS) available at <https://sssandtadsfa.force.com/familyportal/>. Crestmont's school code is 2545.
2. Submit all supporting financial documents online through the SSS website:
  - a. 2020 Federal Income Tax Return
  - b. 2021 Federal Income Tax Return (due by March 31, 2022)
  - c. W-2 forms for 2020

All forms must be completely filled out, signed and turned in **by the deadline of Monday, February 1, 2022** in order to be considered for financial assistance. All forms can be submitted through the SSS website. The Crestmont Financial Aid Committee meets in February to review applications and letters announcing financial aid awards are sent along with acceptance letters on **Thursday, March 17, 2022.**

If you have questions about SSS please contact SSS directly at 800-344-8328. For all other questions, please email our Finance & HR Director, Shakira King, at [sking@crestmontschool.org](mailto:sking@crestmontschool.org).



## Admissions Snapshot

**Current\* Tuition** for all grades - \$21,377

- **Sibling Discount** (applied to second sibling only) - 6% reduction of sibling's tuition
- **Financial Aid** is available for families who qualify
- **Additional Fees:**
  - Supply and Field Trip Fee:
    - Grades K-5 - \$300 per year
    - Grades 6-8 - \$600 per year
  - Emergency Supplies Kit Fee (new students only): \$30 one time

\*Each year, tuition is voted on by membership at the January co-op meeting.

**Extended Care** is provided after school until 6:00 p.m. (please see *Crestmont At a Glance* on page 5 for more information)

## School Schedule

Kindergarten	8:30 a.m. - 2:30 p.m.
Grades 1-5	8:15 a.m. - 2:45 p.m.
Grades 6-8	8:15 a.m. - 3:00 p.m.

Note: All grades have a minimum day every Wednesday, with dismissal at 2:00 p.m.

## Co-op Community Membership Requirements *per family*

- 20 Community Hours\*
- Family Job\*
- 2 Required Maintenance Parties
- Monthly Membership Meetings

\*Buy Out Options are available (\$1,700 for Community Hours, \$2,200 for Family Job)

## Important Dates

- **K-8 Application Due Date:** Friday, February 4, 2022
- **Financial Aid Application Due Date:** Monday, February 1, 2022
- **Enrollment Notifications Emailed:** Thursday, March 17, 2022 at 12:00 p.m.
- **Family Responses Due:** Thursday, March 24, 2021 by 10:00 a.m.



## Notes