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Web Site: <http://www.homeeducator.com/HEFS/royalacademy.htm>

Royal Academy Information Sheet

Thank you for inquiring about Royal Academy. Enclosed is the Application for Enrollment, the Educational Questionnaire and the Frequently Asked Questions sheets. We look forward to working with you in developing and carrying out your educational objectives. The following is a brief outline of the procedure to follow.

1. Fill out completely and return the enclosed application and educational questionnaire. Please fill out one set for each student you are enrolling.
2. Provide COPIES of high school transcripts, report cards, and recent testing results from previously attended school(s). If your child has an I.E.P., please enclose a copy.
3. Enclose a recent photo of the student.
4. Include 1/2 the tuition with the application. The balance of the tuition as well as payment for books and materials is due at the enrollment meeting. Mastercard and Visa are accepted. You may telephone the office with your credit card information: 207-657-2880. Payment is also accepted online from our web site: <http://www.homeeducator.com/HEFS/royalacademy.htm>
5. Upon receipt of the complete application packet, we will call you to schedule the enrollment meeting. Note: Please DO NOT fax your packet or other important documents.

Royal Academy Frequently Asked Questions

Is testing required prior to enrollment?

In most cases, achievement testing is necessary to help design an appropriate curriculum. This determination will be made at the time of enrollment. Testing fees are separate from the tuition.

What curriculum does Royal Academy use? May I use my own curriculum?

We custom-design the course work for each student, recognizing interests, achievement levels, and future plans as well as parental goals. At the time of enrollment, the parent and student either travel to the school or set up a telephone conference to discuss the program for the year.

Some parents will continue using their present texts and materials. They need help tailoring and enhancing the educational program. Other parents need guidance in knowing what materials to use, based upon their child's learning style and abilities.

How do I obtain texts and materials?

Royal Academy has a lending library open to its students (a book deposit fee is required). Donations of books and materials are appreciated.

Textbooks, computer software and other educational materials are available through the Home Education & Family Services Bookstore which is located on the premises of Royal Academy. The staff is experienced in assisting parents, helping them locate appropriate materials. If necessary, items can be special ordered.

What type of support will I receive?

Each family is assigned a supervisory teacher to assist with the student's educational plan. This teacher reviews your student's progress and program four times during the school year and is available by phone to answer your questions. Continuity occurs because the relationship develops throughout the year with the parent, student, and teacher. This also allows the program to become more fine-tuned to the student's needs as the school year progresses. Guidance counseling for students and families is also available.

How do I document my student's work?

The parent completes a written report at the end of each quarter and includes representative samples of the student's work (book reports, math sheets, research papers, etc.). Students and parents who live nearby also meet quarterly with the supervisory teacher. Where distance is a factor, the parent telephones the office to set up a quarterly "phone" appointment. At the time of the appointment, the parent telephones the supervisory teacher to discuss the student's work and progress.

At the end of the school year, an annual report and a certificate of completion is mailed to the parent. This report summarizes the student's work, subject grades, and, if applicable, credits allotted.

Is there a graduation ceremony?

Royal Academy holds a graduation ceremony for seniors in June each year. All students and family members are invited to attend. Diplomas and transcripts are mailed to those students graduating at other times during the year and they will be recognized at the June ceremony.

Where are Royal Academy alumni now?

Our alumni choose different paths upon graduation. The following areas show the range of pursuits our graduates follow: college, military, workforce, marriage, and family. The staff remains available to help the alumni with future plans.

Royal Academy Application

established 1994

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Please Note: A \$60 Application Fee and a minimum of 1/2 the tuition is due with this form. The remainder is due at the enrollment meeting, as is payment for books and materials.

Application Date _____

Student's Full Name _____

Birth Date _____

Parent/Guardian(s) Name _____ Grade _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Email Address _____

Parents' Occupation (Mo) _____

(Fa) _____

(Maine Residents Only) School District _____

List all previously attended schools (public, private and homeschool) and grade:

| School Name | Address | City | State | Zip | Grade(s) |
|-------------|---------|-------|-------|-------|----------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Has academic testing been done ? Y / N Date _____ Are test results available? Y / N

Are there health issues involved? Y / N If yes, please explain. _____

Educational Questionnaire : Grades K-8

Today's Date: _____

The purpose of your appointment (check one): ___ enrollment ___ program design

* Please attach a recent picture of your child.

How did you hear about us? _____

Child's Complete Name _____ Sex _____

Birth Date _____ Age _____ Grade this school year: _____

Parent(s) _____

Complete Address _____

Phone () _____ Email: _____

Parent(s)' Occupation _____

Student Education

1. Please circle all grades student has completed.

Home Education: K 1 2 3 4 5 6 7 8

Traditional School (Public/Private): K 1 2 3 4 5 6 7 8

2. Has your child been diagnosed as learning disabled? yes no

Describe the diagnosis and how arrived at (eg, testing) and provide **copies** of recent test results with diagnosis and IEP (if done).

3. Has your child ever received special help (physical therapy, speech therapy, occupational therapy)?

Please describe. _____

4. Who will be the primary tutor for this child? _____

5. How does your child feel about learning? About school? _____

6. List your child's strengths and weaknesses on a separate sheet of paper and attach to this sheet.

7 Does your child have special talents? Hobbies? Interests? Describe here. _____

8. What does your child want to learn about this year? _____

9. What 2 to 3 goals do you have for your child this school year? _____

10. Please provide a list of resources (books, video's, human resources, etc.) readily available to you and your child.

21. Does your child consider printing a chore? yes no
22. Please enclose a sample of your child's writing, including having him/her write her name. Use lined paper.
23. Does your child use cursive yet? yes no
24. Does your child prefer printing or using cursive? _____
25. Do you have a computer? yes no
Does your child prefer using the computer to write stories rather than writing long-hand? yes no
26. Does your child prefer to dictate stories rather than write them? yes no

Mathematics What math program has been used most recently? _____

1. Does your child feel comfortable using mathematical concepts in real life? yes no
(i.e., cooking, shopping, reading a thermometer, counting)
2. Please check each item that the child can do easily (with no difficulty and with no help).
- _____ recognize shapes (name them)
 - _____ compare shapes
 - _____ match shapes
 - _____ count to 50
 - _____ count to 100
 - _____ count by 2's _____ count by 5's _____ count by 10's
 - _____ knows symbol < _____ knows symbol > _____ knows symbol =
 - _____ recognizes, names, counts coinage and paper money
 - _____ knows how to read digital and analog ('round') clocks
 - _____ can figure passage of time on a clock
 - _____ can read a calendar
 - _____ can add with no carrying _____ can add with carrying
 - _____ can subtract with no borrowing _____ can subtract with borrowing
 - _____ can multiply with single numerals _____ can multiply with many numerals
 - _____ can divide with single numerals _____ can divide with many numerals
 - _____ can use a ruler
 - _____ uses computer for math (games, educational programs)
 - _____ can understand and complete single-step word problems
 - _____ can understand and complete multi-step word problems
3. Do you think your child has difficulties in mathematics? yes no
If yes, please explain.
-

4. Does the tutor feel comfortable teaching mathematics? yes no
If no, please explain.
-

5. Is there a family history of difficulty in mathematics? yes no
If yes, please explain.
-

Social Studies/History

1. Does your child show an interest in historical events, places, people? yes no
2. Do you have an interest in historical events, places, people? yes no
3. Please check all areas that the child has studied in some depth.
 - government at the local level government at the state level
 - government at the national level
 - early American history
 - Revolutionary War Civil War World War I and II
 - Korean War/Vietnam War
 - current events
 - economics
 - specific state study (list here: _____)
 - specific country study (list here: _____)
 - geography (major oceans, continents, mountain ranges, rivers, etc.)
 - United States: knows each state, capital, and general placement on map)
4. Does the tutor have a greater interest in social studies (cultural studies) or history? Please describe.

5. What areas does your child *really* want to study this year? _____

Science

1. Does your child show an interest in science? yes no
In a particular area? _____
2. Do you have an interest in science? yes no
In a particular area? _____
3. What area(s) especially interests your child? Check all that apply.
 - animals
 - chemistry
 - building (construction)
 - plants
 - archeology
 - oceanography
 - astronomy
 - hands-on experiments
 - reading information only
 - human growth and development
 - the human body
 - health
 - insects
 - geology
4. What specific areas have been studied in some depth thus far? _____
5. What areas does your child *really* want to study this year? _____