



## CHRIST EPISCOPAL SCHOOL ADMISSION PROCESS

Christ Episcopal School serves children who are average and above and can adapt to classroom routines. Christ Episcopal School does not discriminate on the basis of race, sex, color, creed, national or ethnic origin, or religious preference in administration of its educational and admission policies, financial aid program, and other school administered programs. Christ Episcopal School recognizes its inability to provide special services such as speech, hearing, behavior modification, or learning disability tutoring. Therefore, Christ Episcopal School reserves the right to admit those students with special learning, physical, or emotional needs according to the school's ability to accommodate those needs.

### Admission Procedure:

- 1) **SCHOOL VISIT:** Families interested in enrolling a child at Christ Episcopal School are encouraged to visit with the Head of School and tour the campus.
- 2) **REGISTRATION FORM:** Families are to submit a completed registration form along with the non-refundable registration fee.
- 3) **SCHOOL RECORDS:** Parents must request a transcript from the applicant's current school be sent directly to the Christ Episcopal School office. *Request for Records Transfer Forms* may be obtained in the school office.
- 4) **RECOMMENDATIONS:** A *Teacher Recommendation Form* is required of student applicants for grades 1 to 6. The form is to be completed by the applicant's current teacher and mailed directly to the school office. An envelope addressed to Christ Episcopal School is provided. For those who have attended previous day cares or preschools before entering kindergarten, former records and recommendations will be needed also.
- 5) **EVALUATION:** New preschool students must participate in a school readiness evaluation administered by school personnel. For new students entering elementary levels (kindergarten through 6<sup>th</sup> grade), a one-time admission fee of \$50 is charged.

The minimum requirement for admission to preschool, kindergarten and first grade is a result showing the readiness age score must be equal to or exceed the child's age at the date of the evaluation. Currently enrolled students moving to kindergarten and first grade are administered a readiness evaluation if their readiness is in question. Same applies to incoming second to sixth grade students who may be administered portions of a standardized test to evaluate learned knowledge. Their scores must be in the average to above average range. Prospective students who do not meet the minimum scoring of average to above average range will generally not be accepted for admission to Christ Episcopal School.

Pre-School and Kindergarten: Pre-School and kindergarten applicants must have reached, by September 1st, 3 years of age for the PreK-3 class, 4 years of age for the PreK-4 class, and 5 years of age for Kindergarten. Pre-Schoolers must be restroom independent (potty-trained).

Admission is guided by the following criteria: 1) demonstrates academic achievement appropriate to the grade level (at the kindergarten and first grade level, this is determined in terms of readiness); 2) demonstrates aptitude and behavioral patterns for academic work; and 3) family belief in a private, Christian education. Christ Episcopal School admits those children who meet its academic requirements and who, in its judgment, will benefit most from its curriculum and environment. Positions are offered to qualified students as space permits. The enrollment agreement, along with the registration form and fee, birth certificate, and immunization record, is due within ten days of notification in order to reserve the student's place for the next school year.

Admission priority: The following students are given priority regarding admission: 1) applicants with siblings currently enrolled; 2) children of faculty members; 3) applicants whose parents are parishioners of Christ Episcopal Church; 3) the general public. When a class reaches maximum enrollment, a waiting list is developed consisting of all qualified applicants, and parents will be notified should a vacancy occur.