



## CHRIST EPISCOPAL SCHOOL ADMISSION PROCESS

Christ Episcopal School welcomes all people regardless of their religious preference. We welcome diversity and value all faith perspectives. Weekly chapel services and weekly Christian Education classes allow for the children to celebrate the wonders of God's world, the happenings in our students' lives, and the incredible amount of love that Episcopalians believe God has for all people. We accept children who love to learn and who can adapt to classroom routines.

### 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 INFORMATION FORM:** Families are to submit a completed *Registration Information Form* along with the non-refundable registration fee.
- 3) **SCHOOL RECORDS:** Parents must request a transcript from the applicant's current school to 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 5. The form is to be completed by the applicant's teachers and returned to the school office via fax or email. 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 5<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 fifth 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 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 Information Form* and registration fee, birth certificate, and immunization records, are 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.