



ADMISSION POLICY AND PROCEDURES MANUAL

TABLE OF CONTENTS

Page 1	Admission Policy
Page 2	Admission Procedures
Page 3	Admission Decision Appeal Process
Page 4	Enrollment Procedures
Page 5	Admission / Enrollment Timeline
Page 6	Welcome Events for New Families
Page 7	Withdrawal Procedures
Page 7	Dismissal Procedures



Admission Policy

The Christ School admits students of any race or color, national or ethnic origin to all of 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 or color, national or ethnic origin in administration of its admissions policies, financial assistance programs, athletics or other school-administered program.

The school prefers to admit children at the kindergarten level to help establish the foundation for future learning. Preference is given to siblings of currently enrolled students. When considering candidates for enrollment, the Admission Team assesses applications on the basis of the school's guidelines for placement.

When evaluating students for enrollment, the academic and behavior history of the student is considered. Applicants who generally score at or above the 60th percentile on reputable standardized tests (SAT, Iowa, FCAT, Terra Nova, CTP, etc.) in the areas of language arts, reading and math are most successful with The Christ School's academic program. The Christ School is able to serve students with learning differences whose needs can be met within the scope and resources of the school.

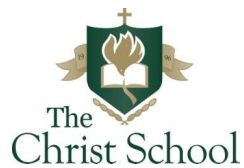
Student Support Services

TCS seeks to provide all students an opportunity to reach their highest potentials. The Christ School Student Support Center (SSC) has been established to serve children who require additional support to enhance classroom productivity. The SSC provides students with three types of support: accommodations in the classroom through a student academic plan, academic support in a subject area of need, and explicit reading instruction for students with diagnosed language-based learning disabilities, such as Dyslexia.

TCS partners with families to provide physical space for students who will benefit from services such as Speech & Language Therapy and Occupational Therapy. The Student Support Specialist works with families to coordinate these additional services and works collaboratively within the SSC to ensure student success.

The Christ School Mission

The Christ School partners with families to provide an academically rigorous and Christ-centered k-8 experience. Our students and graduates confidently pursue excellence in scholarship, service and leadership.



Admission Procedures

Kindergarten

Children who are five (5) years of age before September 1 of their entry year are considered eligible for admission into The Christ School kindergarten program. Candidates for Transitional Kindergarten whose date of birth falls after September 1 may be considered for enrollment on a case-by-case basis.

Once the completed online applications are received by The Christ School Admission Office, (including a photo of the candidate, birth certificate, teacher recommendation, educational evaluation reports, if applicable) group assessments are scheduled by the Academic Office. The Christ School offers group assessment days for kindergarten candidates (including Transitional Kindergarten candidates). The first assessment date (January) is reserved for sibling assessments. The remaining group assessments (February – March) are available to the community. Candidates whose applications are received after the final group assessment are assessed on an individual basis.

The kindergarten assessment results are compiled by the faculty administering the assessments and presented to the Academic Office for review. The Admission Team meets to determine if a spot will be offered to each candidate. Parents are encouraged to meet one-on-one with the Academic Office to review the assessment findings. Simultaneously, the Admission Office sends offers of enrollment to families of applicants who have successfully completed the assessment process. If assessment results reflect the possibility that a candidate may not be successful at The Christ School, the Director of Admission contacts the family to offer a meeting with the Academic Office and Director of Admission before the assessment result is emailed to the family by the Admission Office. If the offer to meet is declined, Director of Admission communicates with the family in writing.

Upon receipt of an enrollment offer, families have a maximum of ten (10) calendar days to accept the offer.

1st – 8th Grades

Upon receipt of a completed application, the Admission Director reviews the student's portfolio including but not limited to TCS application, report card(s), teacher recommendations, standardized test results, previous assessments and pertinent behavior and educational evaluations. If the result of this initial review is positive, rising 1st - 8th grade students applying during the school year are invited to participate in a one (1) day shadow visit.

During the shadow experience, the applicant will spend time in their current grade level. Teachers help welcome the applicant into the classroom and engage him/her in active learning. Teachers have the opportunity to evaluate the applicant's commitment to learning and ability to



meet the behavioral expectations of the school. Each applicant is assigned a student ambassador as a guide for the day.

Placement testing will occur during the visit and be administered by the Academic Office. Following the shadow and assessment, the Admission Team reviews the assessment results and faculty notes to determine if a spot will be offered. The Academic Office contacts the parents to meet one-on-one with the Academic Office to review the findings. During this process, the Admission Office sends offers of enrollment to families of applicants who have successfully completed the assessment process. If assessment results reflect the possibility that a candidate may not be successful at The Christ School, the Director of Admission contacts the family to offer a meeting with the Academic Office and Director of Admission before the assessment result is mailed to the family by the Admission Office. If the offer to meet is declined, Director of Admission communicates with the family in writing. Enrollment options include spot offered or waiting pool. Admission requests may also be denied.

Admission Decision Appeal Process

If a student is denied enrollment to The Christ School, the parent/guardian may appeal the decision of to the Head of School within 5 business days from the date of receiving the denial communication. Should the Head of School agree to consider the applicant's request for review, the decision of the Head of School will be final.



Enrollment Procedures

Upon receipt of an enrollment offer, families have a maximum of ten (10) calendar days to accept or decline the offer. When an offer is accepted, parents complete the online enrollment process by submitting a completed enrollment packet with a non-refundable tuition deposit. The Christ School's mission states clearly the priority of a strong school-family partnership. To acknowledge the importance of this partnership, parents are required to sign the Parent Statement of Support within the enrollment packet.

Enrollment with Financial Assistance

For families requesting financial assistance, the process begins with a completed and submitted grade level application. An assessment / shadow (as outlined above) is scheduled and the evaluation process (outlined above) is administered. The Christ School's enrollment process is based on a candidate's ability to be academically and socially successful in our academic program. The enrollment process is need blind.

Once The Christ School application process is complete, parents requesting financial assistance access the FACTS website and complete the FACTS Grant in Aid packet. FACTS, a 3rd party organization contracted by The Christ School, makes a recommendation of award to The Christ School Financial Assistance Committee. The Committee uses the FACTS recommendation in processing the request and renders an award based on the capacity of the school. The Committee can accept, deny or edit the award recommended by FACTS.

A grade-level spot must be offered by the Admission Office and accepted by the applicant's family before the Financial Assistance Committee will review the financial assistance request. Once the offer is accepted by the family, the Financial Assistance Committee will meet to review the documentation. The financial assistance award email is sent from the Committee chair with the members of the Financial Assistance Committee remaining anonymous. The family has a limited number of days to accept the financial assistance offer. Should the family reject the financial assistance offer, the enrollment contracted executed within the enrollment packet becomes null and void.

Upon acceptance of the financial assistance award, the new student fee is due before the first day of school. The financial assistance award is applied to the new student's financial account.



Admission/Enrollment Timeline

Kindergarten – 1st Grade

Prospective family attends Open House and/or Kindergarten Chat with campus tour or schedules private campus tour.

Candidate submits grade level application.

TK, K, and 1st grade candidates are assessed in group or individual settings by faculty.

Offers are sent to candidates with successful assessment results with a maximum of ten (10) calendar days to accept offer.

One-on-one meetings are scheduled and held with families by the Academic Office to review assessment results.

Candidates are extended an offer, placed in waiting pool or denied admission.

2nd – 8th Grade

Prospective family attends Open House with campus tour or schedules private campus tour.

Rising 2nd – 8th grade candidates are scheduled for a shadow / assessment day.

Offers are sent to candidates with successful assessment results with a maximum of ten (10) calendar days to accept offer.

One-on-one meetings are scheduled and held with families by the Academic Office to review assessment results.

Candidates are extended an offer, placed in waiting pool or denied admission.



Welcome Events for New Families

Current TCS families volunteer to be Helping Paw families to host an incoming TCS family. This relationship helps new families navigate their first year at TCS.

The Christ School New Parent Breakfast is held in May. Parents of incoming TCS students receive general TCS information, uniform information, visit and shop in the Lions' Den (used uniform store and spirit store) and are introduced to their Helping Paw family who walk with them through their first year as a new TCS family.

Helping Paw Popsicles in the Park is held in August prior to the start of school. This hospitality event is hosted by The Christ School Parent Teacher Fellowship (PTF) as a way for new families to meet each other and visit with their Helping Paw families. The event is held at a local, downtown park.

Kleenex and Coffee is hosted on the first day of the new school year by our Parent Teacher Fellowship (PTF). New families gather together for a morning reception after saying good-bye to their TCS student. Following a brief program and refreshments, parents are welcomed to join The Christ School students in morning chapel for the first chapel of the new school year.



Withdrawing a Student

Upon notification by family to The Christ School of the intent to withdraw, the parent/guardian is directed to the Academic Office to begin the withdrawal process and is supplied with the Student Withdrawal Form. The parent/guardian initiates the Student Withdrawal Form and submits it to the Academic Office.

The Academic Office support personnel communicates the family's intent to the Leadership Team of the School. The Academic Office support personnel circulates the form among the withdrawing student's teachers, the Library/Media Specialist, Athletic Department, Business Office and Admission Office.

When all areas have been cleared, books and uniforms returned to The Christ School and financial account satisfied of any outstanding balance, the Academic Office support personnel releases the final records to the family and notifies the Director of Admission that the family has fulfilled all obligations and should be withdrawn from The Christ School database.

Dismissing a Student

The School reserves the right to suspend or dismiss any student who has a conduct record judged to be unsatisfactory by the Head of School. The School requires each student to make measurable and acceptable academic progress toward the requirements for promotion and graduation. In the event Student fails to make demonstrable academic progress, the School reserves the right to dismiss Student or to withhold the offering of an enrollment contract for the following academic year. In the event Student is dismissed from the School, the School shall not be liable for claims or for any costs or expenses incurred as a result, and no reduction of the financial obligation to pay the full annual tuition will be made. Tuition deposits and new student fees are not refundable.