



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 recognizes its inability to provide special services such as speech, hearing, behavior modification, or learning disability tutoring. Therefore, Christ Episcopal 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 are encouraged to visit with the Head of School and tour the campus.
- 2) **APPLICATION:** Submit a completed application along with the non-refundable application fee which includes the cost of the admission evaluation.
- 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.
- 5) **EVALUATION:** New Kindergarten and first grade applicants must participate in a school readiness evaluation administered by school personnel. The minimum requirement for admission to Kindergarten and first grade is 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.

Incoming second to sixth grade students are 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.

PreSchool 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.

Admission is guided by the following criteria: 1) demonstrable academic achievement appropriate to the grade level (at the Kindergarten and first grade level this is determined in terms of readiness); 2) demonstrable aptitude and behavioral patterns for academic work; and 3) family belief in a private, Christian education. Christ Episcopal 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. Families will receive written notification of acceptance. 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) 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.