

CCS STUDENT ADMISSION POLICY

In keeping with the Calvin Christian School Society Bylaws, and subsequent to membership application approval, the children of new members may be enrolled at Calvin Christian School provided various provisions as stated in this document do not impede their enrollment. It is understood that the parents desire to religiously educate their children in keeping with the purpose of the Corporation (which is further explained in the Statement of Principles) and the Mission of the school. *Documents that relate to the CCS Student Admission Policy include: CCS Admission Committee Mandate and related forms, Student Placement Guidelines, Class Size Guidelines, International Students Admissions, Foster Child Admission Policy, the Information Package and the Parent Handbook.*

1.0 PURPOSE

The purpose of the Corporation is to establish, maintain and conduct classes for elementary education based on and consistent with the Holy Bible as the infallible Word of God.

2.0 MISSION

The mission of Calvin Christian School is to assist parents by providing for each student a Bible based elementary education in a supportive Christian classroom community that nurtures growth in knowledge, maturity and commitment to God for sharing in the life and work of His people in the world

3.0 LEGAL PRECEPT

3.1 Calvin Christian School does not discriminate on the basis of race, ancestry, colour, national or ethnic origin, citizenship, and gender.

3.2 Each student has the right to be treated fairly and equitably.

4.0 GENERAL PROCESS

4.1 New student admission for enrolment at Calvin Christian School goes hand in hand with the parent's society membership admission process. Parents must apply for society membership and be approved for such membership. Failure to do so will stall the student admission process.

4.2 The Admissions Committee serves as a link between society membership admission and student admission. The school principal provides this committee with initial information concerning the feasibility of enrolment. This committee receives all membership related forms, visits new families and recommends membership approval to the Board of Directors ("BOD").

4.3 The principal acts on behalf of the BOD and oversees and completes the student admission process. This process may include further testing, obtaining additional information etc. The parent(s) will be advised of enrolment status upon completion of this process.

4.4 All enrolled students are admitted on a probationary basis for up to 6 months in order to ensure that the school is able to meet the needs of the students.

4.5 Parents with foster children are subject to the provisions of the *CCS Foster Child Policy*.

5.0 STUDENT ADMISSION REQUIREMENTS

5.1 The parent has completed the society admissions process and is a member in good standing of CCS.

5.2 The parent has forwarded a completed and satisfactory student registration form.

5.3 The parent has attached a \$500 registration payment* with the registration form.

5.4 The parent has forwarded any recent transcript, report card, anecdotal report or description of the student's performance at the previous school.

5.5 The parent will arrange for further assessment of the student if requested.

5.6 The parent will provide relevant health information and an acceptable immunization record of the student if requested.

6.0 ENTRANCE DATE

6.1 Children of new members will be accepted into the school usually at the beginning of each term (September, at the end of November, and at the beginning of March). New members transferring from other Christian schools affiliated with CSI may be enrolled at any time. Other factors causing late enrolment may be considered.

7.0 INTERNATIONAL STUDENTS

7.1 International students may be admitted to CCS provided the documents, provisions and forms related to international students admissions are met. Please call the school office for these documents. Limitations (9.0, below) also apply.

8.0 KINDERGARTEN/GRADE ONE ELIGIBILITY

8.1 A child may be enrolled in the Kindergarten program provided s/he has reached the age of five years on or before December 31 of the year of entry. A child may be enrolled in the Grade One program provided s/he has reached the age of six years on or before December 31 of the year of entry or has completed a Kindergarten program in Ontario.

9.0 LIMITATIONS

- 9.1 As agent of the BOD, the principal may refuse student admission if,
 - 9.1.1 a suitable program is not available for the student
 - 9.1.2 there is inadequate or insufficient staff to meet special needs/expectations
 - 9.1.3 admissions requirements (5.0, above) have not been attended to
 - 9.1.4 the student's age is a factor
 - 9.1.5 the legal and citizenship status of the guardian/parent is in question
 - 9.1.6 the family's ability to pay tuition is in question
 - 9.1.7 there is no space (see *Class Size Guidelines*) for the student
 - 9.1.8 parental attitudes are deemed to be inappropriate
 - 9.1.9 there are/were alarming difficulties in the previous school or elsewhere

10.0 APPEAL and GRIEVANCE

- 10.1 Parents may appeal the principal's decision to refuse student admission directly to the Admission Committee. The Admission Committee decision may be further appealed to the BOD. The decision of the BOD will be deemed final.
- 10.2 Parents may appeal the principal's class placement decision directly to the Board of Directors (see *CCS Student Placement Guidelines*; a copy is available upon request)

11.0 WAITING LIST

It is understood that the waiting list is established only for those students for whom there are no issues regarding the CCS Student Admissions Policy and its provisions.

- 11.1 The Principal will not activate student admissions process unless there is a strong possibility of an opening at the requested grade level(s). Due to varying factors, the Principal may not be able to address the waiting list on a "first come first serve" basis.
- 11.2 A parent may be permitted to enrol one child (instead of all the children) if an opening is available in the appropriate grade but not in other relevant grades (note: separating siblings is due to BOD logistics and not family preference for different schools). Generally, all school age children of the applicant family should be enrolled at CCS if openings are available.
- 11.3 A parent who opts to become a member of the Calvin Christian School Society, even when there is no room for the child in a class, will NOT be given priority on the waiting list. Higher priority may be given if the parent already has a child attending CCS or if the child is a CSI or OACS transfer.
- 11.4 Class enrolment numbers are subject to *CCS Class Size Guidelines*. Numbers may exceed those guidelines with BOD permission. If a family withdraws, a new student may not necessarily replace a student as long as the numbers still exceed the guidelines, unless the BOD rules otherwise.

12.0 SPECIAL EDUCATION NEEDS

- 12.1 A CCS screening assessment may be required for students who may need special education support before the admissions application can be moved forward. The Principal and Special Education Coordinator will determine if an assessment is needed. The assessment fee is \$100/student, and it will be credited toward the 1st year tuition.
- 12.2 Special Education space and services will be factored into deciding whether a child can be enrolled..
- 12.3 ESL services may be provided where warranted as a "user pay service". (See the *International Student Admission* documents)

3.0 STUDENT EXCLUSION, DEMISSION, SUSPENSION and EXPULSION

- 13.1 In the case where a parent has failed to meet tuition payment requirements and/or other membership conditions, and thereby ceased to be a member in good standing of CCS, the parent will need to re-apply for membership in order to re-enrol their child(ren).
- 13.2 A parent may request the demission of their child(ren) from CCS at anytime. The parent will be asked to complete a form and a series of exit questions in order to assist the school in understanding why the demission was requested.
- 13.3 In the case of suspension, the Principal makes the decision using established guidelines. There is no appeal, however the student returns to school. See the *CCS Discipline Policy*.
- 13.4 In the case of expulsion, the student and the parent are entitled to an opportunity to explain/defend the student's action. The student is entitled to unbiased proceedings. Generally, expulsion takes place due to lack of attendance, violation of code of conduct, criminal charges, and bringing the school's reputation into disrepute. See the *CCS Discipline Policy*. If a student is expelled by the Principal, that student may never be enrolled despite the parent's (parents') membership in the CCS Society without the consent of CCS.

Revised & adopted by CCS BOD March 25, 1997

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** Registration Fee. A registration fee of \$500 is paid by parents who wish to enrol their child/children at Calvin Christian School for the first time. This fee is payable before the first child is enrolled unless other arrangements have been made with the Finance Committee. This fee must be attached to the Student Admission Application Form, and will be deposited when received. If the admissions process is not successful, \$400 will be returned to the parents. Parents enrolling their child/children at Calvin Christian School may deduct their membership fee and donations for the three years prior to enrolment from this registration fee. Donations to designated fund raising activities are not eligible for deduction. Parents of students transferring from another CSI school will receive credit to be applied to the registration fee equal to the amount of tuition paid to that school for the previous 3 years to a maximum of \$500.*