

PRINCE *of* PEACE

CHRISTIAN SCHOOL & EARLY LEARNING CENTER

Admission Policies for New Students

Note: Where stated, "parent" refers to the custodial parent or legal guardian of the child.

1. The student must be of the following age in relation to class placement on or before September 1st of the school year.

<u>Class</u>	<u>Age By September 1</u>
Preschool Prep 2's	2
3-year-old Preschool	3
4-year-old Preschool	4
Kindergarten Prep & Kindergarten	5
First through Twelfth grades	*

*First grade and above must provide a transcript of previous passing status and meet all testing requirements.

2. Application for admission to the Early Learning Center should be accompanied by the application fee, immunization records, and a copy of the child's official Birth Certificate. Children two years of age and below must have a physician's health statement, stating that the child is able to participate in a school program. Students applying to the Early Learning Center are not given an admissions test but may be asked to come for an evaluation and brief site visit.
3. Application for admission to the Preschool program should be accompanied by application fee, recent photograph, immunization records, a copy of the child's official Birth Certificate, and a teacher's evaluation if previously enrolled in another school. An on-site visit and observation/assessment is required for preschool applicants.
4. Preschool children enrolling in Preschool 3's or older must be toilet-trained when school starts. If the child is not toilet-trained prior to attending, the parent may hold the class placement by continuing to pay the tuition even though the child is not attending school. Alternatively, the parent may discontinue payments and ask that the child be placed at the top of the waiting list. The child will be admitted once toilet training is complete, and placement becomes available. If the child starts school and it becomes apparent that the child is not toilet-trained, an administrator will release the child from school, and the parents may exercise one of the two options listed above.
5. For applicants entering Kindergarten and above, an application fee, a recent photograph, immunization records, and a copy of the child's official birth certificate must accompany the completed application. A teacher evaluation form is required and is included in the application. A copy of the child's most recent report card and most recent standardized test scores must also be submitted.

6. Applicants entering Kindergarten through 12th grade are required to take an entrance exam. Testing for students entering Kindergarten – Grade 6 will be scheduled through the Office of Admissions after the application has been received. Students entering Grades 7 -12 are required to take the ISEE Test and must schedule testing through ISEE. www.iseetest.org Other standardized testing, such as PSAT, SAT, ACT may be accepted in lieu of ISEE testing upon approval from the Office of Admissions.
7. If the student has previously been tested or enrolled at Prince of Peace Christian School, past test results may be considered in determining grade placement. The Office of Admissions reserves the right to require current admissions testing.
8. Interviews and Classroom Visits:
 - Students applying for Preschool will have a classroom visit arranged by the Director of Admissions or Early Childhood Director.
 - In addition to entrance testing, new students in grades K-5 will interview with an administrator and/or visit a class prior to acceptance.
 - Students entering middle or high school (6th grade and above) will interview with an administrator.
 - Middle/Upper School applicants may also arrange a shadow visit through the Office of Admissions.
9. Students with learning differences may be considered for enrollment at POPCS. Before a student can be enrolled, school records, diagnostic testing results, and confidential teacher evaluation forms must be submitted, along with the online application and application fee. All applicants are required to take the appropriate admission test for their grade level. Once the student's applicant file is complete, the admissions committee will review the file and make recommendations for admission and placement. The student and parents will meet with an Administrator to discuss the committee recommendations and determine if the student can *best* be served at Prince of Peace. Some applicants may benefit from educational services which offer more intervention than Prince of Peace is equipped to provide.
10. All applicant files will be reviewed by an admission committee and administrator. Upon review, parents/guardians will be notified of acceptance or non-acceptance and grade placement. Enrollment and payment of applicable fees must be completed within 10 business days of notification of acceptance.
11. Prince of Peace Christian School reserves the right to determine final grade placement for any applicant.
12. It is the mission of Prince of Peace Christian School to provide a Christ-centered exemplary education to all enrolled students. POPCS seeks to enroll the most qualified students from mission appropriate families. Students must demonstrate, through academic records, the capability to be successful academically, and must have a behavioral history that matches the behavioral expectations of the Prince of Peace community. Additionally, Prince of Peace Christian School seeks to admit students from families who are mission appropriate and have demonstrated family support and cooperation for their child's school. Enrollment at Prince of Peace, as in many private and parochial schools, involves mutual responsibilities, partnership, and support. Prince of Peace Christian School must consider the best interests of its student body when considering new applicants, and their families, for admission. Therefore, Prince of Peace Christian School does not guarantee admission to all applicants.

13. Prince of Peace Christian School admits students of any race, color, national and ethnic origin, or sex (as determined at birth and not subject to change), to all 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, color, national and ethnic origin, or sex (as determined at birth and not subject to change), in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
14. Parents must provide the following information annually:
 - a. Updates of immunization records.
 - b. Emergency contact and authorizations online through Facts Family Portal
15. Admission to the school shall be with the understanding that parents have familiarized themselves with and agree to the philosophy and agree to comply with the policies of Prince of Peace Christian School, as stated in the Parent-Student Handbook, viewed at [this link](#).
16. The registration/facility fees are due upon enrollment. **Tuition, Registration Fees, and Facility Fees are non-refundable** unless a student is not granted enrollment due to waiting list or other school-determined reason. Tuition paid for children enrolled in the Early Learning Center may be refundable with 30 days' notice of withdrawal. Those desiring to pay tuition on a monthly schedule must complete the FACTS Tuition Management process online.
17. A student may be dismissed for non-payment of tuition and fees. POPCS reserves the right to withhold a student's report card and/or transcript and deactivate Facts Family Portal accounts if payments are not current. Students will not be allowed to reenroll if tuition and/or fees are delinquent.

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