

Admission Process 2016-2017 (Early Pre-Kindergarten – 7th Grade)

How does the admission process begin?

- Contact the admission office (985/871-9902, extension 208) to request a packet of information or to set up a tour of the school. You may also visit the school's website, www.christepiscopalschool.org to download an application or request information. Complete the Application for Admission and return it to the Admission Office with a non-refundable, \$100 application fee. Applications for the following school year at the Kindergarten, Pre-Kindergarten and Early Pre-Kindergarten levels, should be received before December 15th for priority consideration.
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Once the application is completed and returned to the school, what is the next step?

- You will receive a written acknowledgment of your application.
- In early January of the school year of entry, assessments are scheduled for prospective Kindergarten, Pre-Kindergarten and Early Pre-Kindergarten students. Pre-Kindergarten and Early Pre-Kindergarten candidates will meet current teachers in a small group "play date" setting, while Kindergarten candidates are assessed individually using the Gesell Developmental Observation.
- Applicants for grades First-Fourth are scheduled to meet with the Lower School Division Head who performs a readiness assessment followed by a day-long classroom visit. Fifth grade applicants are asked to submit a writing sample and complete a math assessment. If the class visit is successful, transcript request and a teacher recommendation form are forwarded to the student's current school. Final acceptance is based on a review of all requested documents.
- Applicants for grades 6th and 7th are scheduled for a Shadow Day. If the class visit is successful, transcripts are requested and teacher recommendation forms are forwarded to the student's current school. Final acceptance is based on a review of all requested documents. Placement screenings are scheduled on a Saturday.

How many students are enrolled in each class?

- Pre-kindergarten consists of two levels based on developmental maturity. Once the children are assessed, they are placed in either Early Pre-kindergarten or Pre-Kindergarten class
- Kindergarten consists of three sections, each with a maximum of 17 students.
- First through Fifth Grades consist of three sections per grade with extra personnel assigned at various levels to provide more individualized attention during these critical developmental years. Students are grouped according to ability in math beginning in Second Grade. Students in grades Third-Fifth are grouped according to ability in language and math.
- Sixth and Seventh grade homerooms are evenly divided. Schedules are designed to group students according to ability in math and language so the population varies at each subject level.

Is there a priority selection process for admissions?

The school is committed to enrolling a diverse and balanced student body, and we welcome students of all races, creeds, national or ethnic origins. Our first consideration is to ensure that every student admitted is capable of successfully handling our academic curriculum. Once availability is determined, acceptance decisions are based on assessment results, interviews, records and observation. If all factors are equal, we do give consideration to families with current or previous ties to Christ Episcopal School or Church.

What is the notification process?

The Board of Trustees set tuition for the following school year at their January meeting. Contracts for returning students are mailed in January with a mid-February due date. Once the admissions process is completed and we are able to determine availability at various grade levels, we move forward and notify parents of acceptance via telephone contact or email. An enrollment contract is issued with a two week window to return the document along with a \$350 reservation deposit (\$150 if applying for Financial Aid). Pre-kindergarten and Kindergarten applicants receive notification of acceptance once all candidates are screened which typically concludes by mid-February.

What if my child qualifies for admission but space is not available?

Your child will be placed on a "wait list." As openings develop, the wait list candidates are contacted to determine continued interest. Because vacancies can develop unexpectedly, acceptances sometimes occur even as late as the end of August.

How much is your annual tuition? (2016-17 school year)

- Pre-Kindergarten and Early Pre-Kindergarten - \$7,575

- Pre-Kindergarten full day program with half-day option will be available for the 2017-18 school year (5 days per week, noon dismissal). Tuition will be reduced by 25%
- Kindergarten through 7th - \$9,550
- 8th - \$9,950
- HS - \$11,450

Please note that tuition usually increases between 3%-5% annually. Each **family** is assessed a \$500 facilities maintenance fee and students in grades 1st-12th are each assessed a \$225 technology fee.

When is tuition due?

For newly admitted students, the Enrollment Contract, reservation deposit, and Tuition Payment Preference Form are due two (2) weeks from the date of acceptance. Once the contract is signed, parental obligation is irrevocable effective June 15 unless prior to that date the school is notified in writing of the student's withdrawal. The school offers optional tuition refund insurance through Dewar. Information regarding the insurance program is provided at registration.

The Board of Trustees offers three payment options.

- Tuition is due in full by July 1
- 60% due by July 1, 40% due by November 1
- Ten tuition payments July-April

Do you offer financial aid?

Financial aid is awarded on the basis of demonstrated financial need. The school uses FACTS Grant & Aid Assessment as a means of obtaining an objective analysis of each family's financial need. Award decisions are not made by FACTS as they simply provide us with data in order to fairly distribute financial aid awards. The school has a small, confidential committee which reviews the assessment figures provided by FACTS in order to provide tuition grants to as many students as we can. Families wishing to apply for financial aid should indicate that on the back of the application for admission. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by a specific date. To keep the cost down for all applicants, paper applications are not available. If assistance is needed, you should contact the business office as soon as possible. Applicants may apply online beginning in mid-January of the upcoming year at www.factstuitionaid.com. All deadlines must be adhered to, as financial aid is available on a limited basis. Typically, no student is awarded assistance in excess of 50% of the total tuition; however, exceptions have been made on a case by case basis. All consideration of financial aid is kept confidential and does not affect how a student is considered in the application process. Students who receive financial aid are required to re-apply each year. Renewal of aid is based on proof of continued financial need. In the case of divorced or separated parents, the incomes of both biological parents and stepparents are considered. Being admitted does not guarantee financial aid.

Christ Episcopal School admits students of any race, color, national and ethnic origin 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 disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

***Early Pre-Kindergarten, Pre-Kindergarten and Kindergarten
120 S. New Hampshire, Covington, LA 70433 (985.892.9156)***

***Grades 1-12
80 Christwood Blvd., Covington, LA 70433 (985.871.9902)***

www.christepiscopalschool.org