

ADMISSION PROCEDURES

The following admission procedures have been established for the benefit of families entering CCA.* The process moves forward in the order of the following steps.

Step 1 – Application

One application is to be completed for each child applying and mailed or delivered in person to the school. No student can be admitted to CCA without an application being completed by both parent and student (where applicable). The following must accompany each application:

- A. Testing Fee of \$60 (nonrefundable),
- B. Birth Certificate (official copy, not hospital certificate of birth), and
- C. Student Report Card from previous year (or term), if applicable.

Step 2 – Academic Testing

Arrangements will then be made to test the student (grades 1 through 12) using an on-line tool called TestPoint.net, a product of High Point Solutions.com, that is especially designed for use by Christian schools in the admissions process. The test will provide objective, current evidence of the student's grade level and academic preparedness in the areas of mathematics, reading, and language. Students entering kindergarten in the fall will be screened utilizing the DIAL3 inventory.

Step 3 – Interview

The administration will conduct an interview with the parent(s). Students in grade 5 or above will also be interviewed (after testing). The interview is an opportunity to meet and discuss your goals and desires for the education of your child, to get to know you, and to answer questions you may have about the school or its personnel.

Step 4 – Meeting of Admissions Committee

An Admissions Committee ("the Committee") will convene and review the applicant's file, test scores, and interview to decide if the student and parents meet the criteria as established in the CCA Mission Statement, Statement of Philosophy, and Statement of Faith. Members of the Committee will consist of at least three members of the administration and/or faculty (i.e., Headmaster, Principal, Assistant Principal, Guidance Counselor, and faculty member).

Step 5 – Notification of Admission

Parents will receive notification (verbal and/or written) of the decision made by the Committee regarding admission. In fairness to the student involved, CCA shall not admit or retain upon discovery, any child, for whatever reason—mental, physical, or emotional—that the school is not properly equipped and staffed to teach. Should a student not be admitted in any given academic year, they can reapply in the next academic year.

Step 6 – Parental Acceptance of Admission

When parents accept CCA's offer of admission, it is made official by signing the Tuition Commitment Contract and paying the appropriate fees. No student is placed on a class roll until all appropriate fees are paid. The amount of the fees due at admission will be calculated by the Business Manager.

*Applications made at non-traditional times (not submitted prior to the start of a school year) will undergo the same close scrutiny applied to all applicants.

Step 7 – Financial Responsibility

Once a parent has signed the Tuition Commitment Contract, the school commits to placing the student on a class roll and to ordering instructional materials for that student. A non-refundable deposit of \$250 per family is required by April 30 to reserve a classroom position. An additional 10% deposit is due by June 30.

Tuition paid in full on or before June 30 will be discounted 3%. Tuition may be paid in 10 equal installments beginning in August and ending in May. Monthly tuition is due on the 1st and late after the 20th of each month. A late fee of \$15 will be added to each account not paid by the 20th of each month and a \$35 service fee will be charged for each returned check. Tuition is due on a **monthly basis** and in a timely manner. Tuition may also be paid in 12 equal installments beginning in July and ending in June. An automatic bank draft is required for this option.

Step 8 – Tuition Insurance Policy

The Tuition Insurance policy provides protection to you by making sure your child's tuition is paid according to policy guidelines in the event of withdrawal from school. The policy premium, due by August 1, is per child and is mandatory for those families making monthly installments. For families who prepay tuition by June 30, we will offer the policy to them at the same cost. We are pleased to be able to offer this security to you.

Step 9 – Other Documentation

In order to complete the student's record file, the following documentation/information will be requested of the parents and/or previous school.

- A. Social Security Number (if not provided by parent on application)
- B. Up-to-date Kentucky Immunization Certificate with an expiration date
 - Kindergarten students must have 4-5 Diphtheria-Tetanus and Pertussis Injections with the last one administered after age 4; 3 or 4 Polio with the last one administered after age 4; 2 MMR administered on or after 15 months old; 3 Hepatitis B; 1 Varicella immunization if child has not had chickenpox disease.
 - 6th grade students must have 2nd MMR (a new certificate will be issued, so take a record of prior immunizations to your doctor or clinic), complete series of 3 Hepatitis B, a Tetanus-Diphtheria booster if at least 5 years have elapsed since the last dose.
 - 9th graders must have a Tetanus-Diphtheria booster 10 years after the last TD injection.
- C. School Medical Examination Form (physical examination must be performed by private physician using a state-approved form and must be within 6 months of child's entering school)
- D. Eye Examination by optometrist or ophthalmologist (on approved Kentucky form)

Community Christian Academy admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded to or available to students of the school.

Community Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies and admission.

By making application to CCA, you are certifying that at least one parent in the home has a saving relationship with the Lord Jesus Christ and that you are in agreement with CCA's Statement of Faith.