

**ESCE BOARD POLICY 3-1**  
**SECTION 3: ADMISSIONS POLICIES**  
**Title: Admission Policy and Procedures**

**Admissions**

**Background**

A successful enrolment of a child into Edmonton Christian Schools (ECS) requires two separate enrolment processes and documentation papers:

1. Enrolment with the Edmonton Society for Christian Education (Society); and
2. Enrolment with Edmonton Public Schools.

Edmonton Public Schools enrolment is governed by policy issued by the Edmonton Public School Board. The policy outlined below governs the enrolment of children with the Edmonton Society for Christian Education (Society).

**Policy**

New enrolments will be gratefully accepted in accordance with the following criteria:

1. Enrolment documents must be complete and accompanied by the required non-refundable application fee before they are considered.

Parents indicate:

1. that they have a genuine desire to have their children educated according to the vision and mission of the Society.
2. that they have an understanding of the program at ECS as described in the Vision, Mission, Core Values and Statement of Faith.

Normally parents will indicate this:

1. through their statements and answers regarding the Mission, Vision, Values and Statement of Faith on enrolment documents.
2. by signing the Partnership Agreement (students in grades 4-12 must also sign).

To make an informed decision, parents must be well informed as to the Vision, Mission and Values of the school and the Society. The Society representative at the new family information session, usually a board member, along with the administrative representative, have the distinct and vital role of presenting the vision to the parent(s) as one that firmly and unapologetically encompasses the extent to which ECS includes Christ in every aspect of their child's education. At the very least, parents must be made aware that their children will:

1. be challenged to use their gifts for Christ
2. be part of daily devotions and regular chapels that will focus on fostering their relationship with Christ
3. be taught Christian principles in every class and every aspect of what they do at ECS
4. be encouraged to be builders of Christ's kingdom by developing Christ-like characteristics

We will invite parents to partner with ECS in discipling their children.

When families affirm, or continue to affirm, that ECS' vision, mission, and values is what they want for their children, and when administration agrees that we are able to provide an educational program that sufficiently meets the needs of the child, the family will be gratefully accepted to ECS. It is a self-selection process.

**ESCE BOARD POLICY 3-1**  
**SECTION 3: ADMISSIONS POLICIES**  
**Title: Admission Policy and Procedures**

All new families will be invited and expected to attend the information session referred to in (4) above. Exceptions may include families from out of town; they should be interviewed by phone or video conference.

Re-enrolments for each subsequent year will be accepted providing that:

1. Parents (and students in grades 4-12) annually indicate a commitment to the Christian program of Edmonton Christian Schools by signing the Partnership Agreement.

**Process – New Enrolments**

1. New applicants must complete both the Society and EPS application forms and include a signed Partnership Agreement, copies of report cards, birth certificates or immigration documents and submit a non-refundable application fee. All applications must come to the Society office for processing. Incomplete applications will be followed up by staff but parents are responsible for ensuring that all paperwork is submitted before the deadline.
2. Parents must attend a new family information session where school administration and a representative from the Society, ordinarily a Board member, will provide information regarding the vision, mission and values of the school.
3. Final enrolment approval will be given by the Principal and satisfactory financial arrangements must be made with the Society office.
4. Any reduced program fees must be arranged through the Society office.
5. Enrolment will be confirmed in writing to the parents by the Society office, including a confirmation of fees and payment arrangements and confirmation of transportation arrangements, if applicable.
6. In the event that a School is oversubscribed, a new family must live within the enrolment boundary established by the school and explained in the enrolment package.
7. Preschool children are accepted on a first come first served basis with 4 year old children receiving priority.

**Process – Continuing Enrolments**

1. Every March, the Society and School offices email parents instructions regarding the re-enrolment of their current students. The whole process is done online through Schoolzone and SEAS (the Society enrolment system).
2. If either the School or the Society have a concern about re-enrolment for reasons outlined in this policy, parents must be contacted about those concerns in a timely and clear manner.
3. Once parents have submitted their online re-enrolment requests, they will receive from the Society office a confirmation of enrolment as well as confirmation of fees, payment arrangements and transportation arrangements, if applicable.