

ESCE BOARD POLICY **3-2**
SECTION 3: ADMISSIONS POLICIES
Title: Pre- School Admission Policy and Procedures

Background:

Enrolment of a child into the Edmonton Christian Schools (ECS) pre-school program requires a separate enrolment process with the Edmonton Society for Christian Education.

Policy:

1. Preschool applications from new families are considered on a first-come, first-served basis. Families with children already in our School, including Preschool, receive priority until May 1, provided they complete the required paperwork by that date.
2. Parents must sign a form that indicates that they support the vision and mission of ECS.
3. Parents and children are required to attend an interview with the Preschool teacher and a representative from the Society (the interview committee), normally the Development Coordinator. This interview is waived for current families, including families who wish to register their child for a second year of Preschool.
4. Children who are four years old by Dec 31 of the current year are given priority over three year olds. Two year old children cannot be admitted to our Preschool. Children attending the Preschool must be toilet trained.
5. Each Preschool class may be no larger than 24 children with a maximum ratio of children to adults of 12:1 according to government regulations.
6. Parents must agree to pay the fees and assist on the parent roster. No fee reductions are possible for the Preschool program.
7. Preschool admission in no way guarantees Kindergarten admission. However, Preschool families are to be kept informed about enrolment procedures and deadlines in the same way as all of our families.
8. Preschool teachers, in accordance with Alberta government regulations, receive from the Society office, and store in the classroom, a copy of application forms, medical forms and emergency cards for each child in the program. These documents are available for government officials and the parents of each child at all times.

Process:

1. Applications for Preschool are processed by the Society office. Required paperwork includes an application form, medical form, emergency card and application fee.
2. Parents are interviewed by the Preschool teacher and a Society representative (the interview committee). Parents will be informed about the Christian nature of the program and are invited to ask questions. The interview must include a verbal commitment by the parents to support the Vision and Mission of ESCE and be able to verbally indicate what that support might look like.
 - a. Examples of activities and comments that show this is a family that has a genuine desire to have their children educated according to the vision and mission of the school.

- i. Are part of and participate in a faith community, e.g. go to church regularly
 - ii. Talk with their children about God, Jesus and our relationship with God, the world and each other
 - iii. Read the Bible and pray regularly.
 - iv. a recognition that “all things” belong to God
 - v. Willing to work with my child in service opportunities
 - vi. There is a real desire for their children to participate in devotions
 - vii. There is a willingness to see that the school, church, and home work together and that there needs to be consistency in the way they see the world.
3. Parents are also informed that Preschool admission does not guarantee Kindergarten admission.
4. Four year old children are normally admitted following the interview but three year old children must wait until after August 15 to be admitted, pending space in the program.
5. All enrolments must be approved by the interview committee and is confirmed in writing to the parents by the Society office, including payment of fees.