



Enrolment Process and Checklist for New Families (2012-13)

*Thank you for considering Edmonton Christian Schools!
Please read and follow this checklist carefully*

1. Enrolment Boundaries and Limits:

- Edmonton Christian Schools (ECS) wishes to enroll all new families who sincerely desire Christian education for their children. In order to best accommodate all families we have **Enrolment Boundaries** and **Optimal Enrolment Limits** in place. The term “new family” applies to families which did not have a child registered in ECS (grades K-12) in 2011-12.

Enrolment Boundaries:

- New families wishing to register their children at **Edmonton Christian Northeast School** will receive a higher priority if their residence is **east of 82nd Street and north of Whitemud Drive**. This boundary encompasses areas outside of the City of Edmonton such as Sherwood Park, Gibbons, Fort Saskatchewan, Bon Accord and CFB Edmonton/Lancaster Park.
- New families wishing to register their children at **Edmonton Christian West School** will receive a higher priority if their residence is outside of the boundary mentioned above. This includes areas outside of the City of Edmonton such as St. Albert, Spruce Grove, Stony Plain, Leduc, Devon and Morinville.
- Edmonton Christian High School** (grades 10-12) is not affected by these boundaries.

Enrolment Limits:

- If the number of new student applications exceeds the number of available spaces at West School, Northeast School or the High School, new students will be chosen by a **random selection** conducted by Edmonton Public Schools on April 18, 2012.
- After April 18 new students may be enrolled on a first-come, first-served basis only in grades which were not part of the random selection process.
- Only applicants who have submitted all documents and fees listed in Section 3 of this *Checklist*, **and** who have completed the interview described in Section 4 may participate in a random selection.

* Students will be enrolled in the following priority order:

- Students who attended Edmonton Christian Schools (grades K-12) in 2011-12;
- Siblings of students who were registered at ECS in 2011-12;
- New students who live within the enrolment boundary of their preferred school;
- New students who live outside of the enrolment boundary of their preferred school.

2. Deadline: April 11, 2012: 4:00 p.m. (Wednesday)

- Because of the enrolment limits described above, the following deadline will be enforced: **Wednesday, April 11, 2012 at 4:00 p.m.** *Applications for Enrolment*, including all supporting documents and the \$25 application fee, must have arrived at the Edmonton Society for Christian Education office: 14304 - 109 avenue, by that date and time. **See reverse for required paperwork and documentation.**
- Following this deadline, admissions will be determined on a first-come, first-served basis *only for grades for which there was no random selection*. Grades for which a random selection was conducted are deemed full; no more students will be admitted to those grades.
- In all cases families will be informed of admission decisions in a timely manner.

**READ
THIS!**

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3. Required Paperwork and Fees (*forms are included in this package*):

- ✓ *Application for Enrolment* in Edmonton Christian School (1 per family), including *Student Information Sheet*;
- ✓ Edmonton Public Schools *Student Registration* (1 per student); or *Student Passport* (if currently enrolled in another Edmonton Public School);
- ✓ *Partnership Agreement* signed by all parents and students;
- ✓ Signed *Summary Statement of Faith* – optional;
- ✓ *Transportation Application* if requesting yellow bus;
- ✓ Copies of most recent Report Cards/Progress reports for each student (*if applicable*);
- ✓ Copies of Birth Certificates or citizenship documents for each student;
- ✓ \$25 non-refundable application fee (cheques payable to ESCE).

4. Attend a mandatory family interview:

- Parents and students must meet with the Principal of their preferred school and a representative of the Edmonton Society for Christian Education to discuss the Christian program and answer any remaining questions. **Only families who have been interviewed are considered for admission.** The Development Coordinator will contact you by phone to arrange this interview.

Please call Fred Woudstra at the Society Office if you have any questions about the enrolment process:

- 780-408-7933
- fredwoudstra@edmchristian.net