



Houston Christian School *Admissions Policy*

Background

Houston Christian School exists to educate children of Christian parents, guardians or their custodians. The home, church and school of such children must work harmoniously to achieve the larger purpose of education. Prospective parents must, therefore, want their children to be educated in accordance with the constitution of The Christian School Society of Houston.

Policy

Houston Christian School welcomes children from church-going, Christian parents or guardians and will make its educational program available to those meeting the admission requirements and paying the appropriate tuition fees.

Guidelines

1. Parents applying for the admission of their children will be provided with the school's basis, purpose and vision. It will be explained that at least one parent must attend a Christian church on a regular basis. A tour of the school and its programs will be provided and, if the parents wish to continue the application process, they will be given an Application for Admission form.
2. Parents new to Houston Christian School or parents re-applying after an absence of more than three years must complete full admission process to have their children re-enrolled. Parents seeking to enroll their children after an absence of less than three years will need to complete the full process only if their religious convictions or practices have changed.
3. The board will normally accept applications for Kindergarten and Grade 1 only for those students who will reach five and six years respectively by December 31 of the year of enrolment. If unusual circumstances lead to accepting an underage child, parents must pay the equivalent of the government grant in addition to the regular tuition fees.
4. The board must determine that it can provide each applying student a suitable educational program since the school does not have the resources to provide educational programs for all possible special needs.
5. While the principal has the final authority for placing students in a specific grade, placements will be carefully discussed with parents. Appropriate tests will be given to make the possibilities clear.

6. Students admitted to the school but whose conduct conflicts with the school's Christian character and program, may be summarily asked to leave and may be permanently expelled by the board.

Procedures

1. On receipt of a completed Application for Admission, the principal will review the student's previous schooling and schedule and interview with the Admission Committee (board president and school principal).
2. The Admission Committee will make a proposal about the application to the board.
 - a. The next board meeting will usually decide on the application; in cases of urgency, a decision may be achieved through telephone calls amongst board members. The board decision will include:
 - i. A decision on the acceptability of the family's Christian character
 - ii. A decision on the school's ability to education the child
 - iii. A decision as to whether the student can be enrolled or is to be placed on a waiting list. If the number of applicants for a class exceeds the number of places, the first choice for enrolment will be given to parents re-enrolling from the previous year, secondly to applicants from families of churches supporting the school and thirdly from members of other churches.
3. The board will charge additional fees (above the normal tuition fee) for international students whose parents are not Canadian citizens or landed immigrants.
4. The board's approval for admission is for an initial three-month probationary period. Students unable to perform satisfactorily may be dismissed summarily.
5. On completion of the probationary period, parents new to the school will be invited to apply for full or associate membership. A statement showing agreement with the constitution, objectives and by-laws of the school will be sent to them to declare applicants as full voting members of The Christian School Society of Houston; they may declare applicants to be associate non-voting members; or they may reject the application for membership.
6. Associate member may re-apply for voting membership in subsequent school years.



Houston Christian School

Box 237, Houston, B.C. V0J 1Z0

Dear Parent(s),

Thank you for your interest in Houston Christian School. We are delighted that you are considering Christian education for your child. We think our school to be a fine choice for Christian parents, an option in keeping with their commitment to bring up their children in “the fear of the Lord.”

Our school believes that Jesus Christ is the Lord of all of life. He died on the cross for us and because of this sacrifice we want to live our lives in faithful obedience to Him. This obedience requires that we learn to be His disciples. This is where the school gets its purpose of education. We want to educate our children from the perspective that Jesus is Lord of all. It is He that designed the world and everything in it and as believers we want to learn how to faithfully serve Him. As Christian parents, we want our children to learn how to serve the Lord as His disciples. We want to be like Jesus in all that we do and say.

The enclosed information will give you a more detailed overview of the school. Please take some time to read it and note that the application process may take a week or two to complete.

We want parents to be committed to the Lord. We need parents who live lives that show evidence that they are disciples of Jesus Christ. Together as school, church and home we can work as partners for the good of our children and God’s kingdom.

It is a big challenge that stands before us as teachers, parents and students, but we are not afraid because the Lord is with us. This challenge requires commitment on the part of teachers, parents and children. This challenge will require that you pray for the staff, students, other parents and the board of this school. It will also mean a financial commitment by you in the form of monthly tuition payments. The tuition fees for the school year are as follows and can change year to year depending on the enrolment number and government grants allotted.

Grade 1-12: \$620 per month X 12 months = \$7440/year per family

Kindergarten: \$372 per month x 12 months = \$4464/year per family **(A part-time program, that runs three days a week)**

Joining our community requires a commitment to Christian Education. You must do your part to help the school keep pressing on to our goal of teaching students to be disciples of Jesus Christ. It may mean that you will be asked to remove your children from the school should you or your children become a detriment to Christian education. We need parents who have a strong commitment to the Lord.

If you are committed to these ideas, then we would welcome your application and would love to have you as part of the Houston Christian School Community.

In Christ,

Travis Metcalf
Board President



Houston Christian School Application Form

PARENT/GUARDIAN INFORMATION

Marital Status: Married Divorced Separated Widowed Single

Student(s) lives with: Both Parents Father Mother Guardian

Shared custody? Yes No

Parent/Guardian: *(full name)*

Parent/Guardian: *(full name)*

Relationship to student: _____

Citizenship: _____

Home Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Church Affiliation: _____

Relationship to student: _____

Citizenship: _____

Home Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Church Affiliation: _____

CHILDREN TO BE ENROLLED (PLEASE ALSO LIST YOUNGER SIBLINGS)

Name	Birthdate	Grade (in Sept)	Not yet in school ✓

ACADEMIC HISTORY

1. Former School Attended (if applicable)

Name of Child	Grades	Year	Name of School

2. Please comment on any academic strengths (talents such as writing, math, music, artistry, athletics and/or leadership)

* Please attach a copy of the student's last two report cards.

FINANCIAL COMMITMENT

We pledge to pay the tuition of \$620 per month or \$7440 per family, per year (or 60 % tuition, \$4464 yearly, if you only have a child in Kindergarten) in the following manner:

- in full by December 31st of the enrollment year
- by the automatic monthly transfer of funds to the school account
- by postdated cheques given at the beginning of the school year
- other. Please specify: _____

* Please note, tuition rates are subject to change year to year

PARENTAL COMMITMENT

In making this application,

1. we understand that Houston Christian School is a 'Christian' school and we desire this type of education for our children.
2. we understand that the grade placement of our children will be made by the principal and teachers, in consultation with the parents or guardians.
3. in matters of discipline, our children will be subject to the disciplinary action of the school staff and principal.
4. we have read the Tuition Payment Policy and understand our financial commitment. We will notify the school accountant or board treasurer if we cannot meet that commitment.
5. we recognize that the school has the right to suspend or expel any student who does not respect its spiritual standards or cooperate in the educational process.
6. we understand that we are applying for membership in The Christian School Society of Houston and, further, that we agree with the purpose of the Society in maintaining a school with Christ-centered education in the Reformed tradition.

Parent/Guardian Name

Parent/Guardian Signature

Date

Houston Christian School does not discriminate against race, colour, disabilities, gender, gender identity and expression, religious beliefs, sexual orientation, ancestry or national origin in the administration of its admission or education policies. All new students accepted have a 3-month probation period.



Houston Christian School *Tuition Payment Policy*

Background

The constitution of The Christian School Society of Houston requires the board to “obtain funds for the operation of the Society by any such means as are consistent with the basis of the society... in particular, tuition fees and pledges from members and associate members.” This requirement has been reasonably accomplished during the many years of the school’s operation. It is the responsibility of parents to pay the tuition fees set by the annual general meeting in May. Tuition fees must be paid in full unless financial assistance procedures have been concluded.

Policy

Houston Christian School welcomes children from Christian parents and makes its educational program available to those meeting the admission requirements and paying the established tuition fees or those paying the tuition fee negotiated with the board.

Guidelines

1. Parents must apply for initial admission to the school according to the admission policy and complete re-enrollment procedures as established from time to time.
2. Parents are encouraged to pay tuition fees by an “automatic transfer” method with the local bank or credit union. Lump sum payments and other regular methods of payment are also welcome.
3. Parents experiencing financial difficulties due to illness, accident or other unforeseeable events should contact the school accountant or board treasurer.
4. Parents with limited financial means are invited and urged to meet with the board treasurer or finance committee to develop a tuition fee according to financial needs.
5. Parents whose tuition fee payments fall far into arrears and who fail to make a further agreement with the board regarding payments, will in time be required to withdraw their children from the school.
6. Re-enrollment for next school year will be suspended if tuition fees remain owing or if no agreement for payment of outstanding fees is reached by September 1st.
7. School records will not be transferred to other educational institutions until arrears have been paid or until an agreement for payment of outstanding fees is reached.
8. Payments on accounts in arrears will first be applied to interest on arrears and secondly to the oldest outstanding balance.

Procedures for regular payment

1. Parents wishing to enroll their children in the school will be provided an Application for Admission and invited to meet with the Admission Committee. The committee will give its recommendation for admission to the board for decision.
2. Parents must pay one month's tuition fee within the student's first month of enrollment.
3. Parents must pay subsequent tuition fees monthly on the date that they specify.

Procedures for delinquent accounts

1. Parents experiencing financial difficulty must contact the school accountant or board treasurer to initiate alternate arrangements or to establish special tuition agreements.
2. The school accountant will remind parents by telephone within ten days after the month end if tuition fees have not been paid.
3. The school accountant will telephone parents with tuition fees more than 30 days in arrears and record the major details of the conversation on the parent's tuition record.
4. The school accountant will mail a letter of reminder to parents with tuition fees more than 60 days in arrears and attach a copy of the letter to the parent's tuition record.
5. The board treasurer will mail a letter informing parents with tuition fees more than 90 days in arrears explaining that they will be required to withdraw their children in 30 days unless payment is made or an agreement for payment reached.
6. The board secretary will mail a registered letter to parents who have tuition fees more than 120 days in arrears and who have not reached an agreement for payment informing them that their children must be withdrawn from school at the next school break (e.g., end of report card period, Christmas break, Easter break).
7. The board will determine any further steps for collecting unpaid tuition fees.