

COMMUNITY CHRISTIAN ACADEMY



KINGS

HOW TO APPLY

We are thrilled that you have chosen to apply to Community Christian Academy. Since its establishment in 2009, Community Christian Academy has worked to teach and train the next generation. Our purpose has always been to provide a first-class, Christ-centered education. If what we believe, teach, and practice is what you desire for your children, then use the following application process in enrolling your child.

1. Apply for Admission

Community Christian Academy is committed to making Christian education available to those who desire it; therefore, admission is not determined on the basis of race, color, gender, or nationality. The Community Christian Academy application can be picked up from our school office or you may print off the application.

Please complete the entire application and submit it to us either in person or by mail.

2. Interview with the Administrator

Following your application submittal, you will be contacted by our school office to set up an interview with our School Administrator. Both parents (if applicable) and student(s) are required to attend the interview.

The following forms should be brought to this interview:

- A. Copy of the student's transcripts from the previous school
- B. Copies of the student's birth certificate, vaccination records, and proof of health examination
- C. Copies of the student's last report card and standardized test scores (if transferring during the school year, a grade withdrawal form)
- D. Discipline records from the previous school

Students transferring from non-traditional schools (home schools, pace programs, etc.) are required to provide the standardized test results or certified teacher's most recent evaluation.

3. Student Testing

It is our goal that every child be successful at Community Christian Academy. After the interview, a test time will be set up with you. This testing will allow us to make sure we have the right fit and placement of your student. It also enables our faculty to know your student's strengths and weaknesses.

There is a non-refundable testing fee of \$50.00 for each student tested.

4. Acceptance

After the previous steps have been completed, you will receive a timely notification of your child's acceptance to Community Christian Academy. This will include a phone call and also a letter indicating either your acceptance or reason for denial.

5. Enrollment

After formal acceptance, your child will be eligible for enrollment in Community Christian Academy.

Enrollment opens April 1 of the present year. We encourage you to enroll as early as possible since it affects our ability to plan and budget for the coming year. As an incentive, those families enrolling early (before May 1st) will pay a non-refundable registration fee of \$100.00 per student. If the registration fee is paid after May 1st, however, the fee will be \$150.00 (non-refundable). If the registration fee is paid after August 1st, the fee will be \$200.00 (non-refundable).

General Information

All prospective kindergarten students (K5) must be five years of age, respectively by September 1st of the present year.

Final acceptance is contingent upon receiving and reviewing records from the previous school attended (discipline records included).