

Admission

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 purposes of education. Prospective parents must, therefore, want their children to be educated in accordance with the constitution of the Society for Christian Education in Houston and with the school's vision statement.

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 the full admission process to have their children 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 of age respectively by December 31 of the year of enrollment. 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 an interview with the Admission Committee (board president and school principal).
2. The Admission Committee will make a proposal about the application to the board. 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
 - A decision on the acceptability of the family's Christian character.
 - A decision on the school's ability to educate the child.
 - 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 enrollment 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 non-resident applicants since the school does not receive government grants for 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 and when returned submitted to the board. The board may declare applicants as full voting members of the Society for Christian Education in Houston; they may declare applicants to be associate non-voting members; or, they may reject the application for membership.

6. Associate members may re-apply for voting membership in subsequent school years.