



## **Wesley Christian Academy Admissions Policy**

### **Introduction**

Application for Enrolment is required for all new and returning students on an annual basis, and will be considered in accordance with the terms outlined in this policy.

### **Criteria for Admission**

Students will be selected for admission to Wesley Christian Academy on the basis of their academic performance, their commitment to the Christian principles on which the Academy is based as described in the Code of Conduct, and their willingness to contribute to a healthy and supportive learning environment.

### **Agreement with Terms**

Applicants are provided with either paper copies or with a website link to the Wesley Christian Academy Parent and/or Family Handbook, as well as, the Tuition Fee Schedule, Admissions Policy, Fees Policy, Discipline Policy and the Code of Conduct. By submitting an Application Form along with the Application Fee, applicants agree to be bound by the terms of these documents.

### **Agreement with Health and Safety Protocols**

By submitting an Application Form, applicants agree to be bound by all health and safety protocols and expectations as mandated by Wesley Christian Academy and to comply with all public health guidance. Applicants also agree to comply with all future amendments and changes or updates to public health expectations and guidance whenever they occur.

### **Transportation**

Transportation to and from school is the responsibility of the family. WCA is not able to offer transportation services.

## **Returning Student Applicants**

### **1. Application**

Students currently enrolled at Wesley Christian Academy will receive a re-enrolment package at the beginning of January, which includes a link to the Admissions Policy, the Discipline Policy, the Fees Policy, the Tuition Fee Schedule and the Code of Conduct for the coming year, as well as a Re-Enrolment Application Form.

In order to receive priority consideration for enrolment in advance of new student applicants, the Application Form must be completed and returned to the school by no later than January 15.

### **2. Acceptance and Registration**

Successful applicants will receive a Letter of Conditional Acceptance by January 31 (or by the date stated in the Application for Re-enrolment Letter), stating that their registration for

enrolment will be confirmed upon receipt of:

- (i) non-refundable payment of Enrolment Fee equivalent to one month's tuition; and
- (ii) post-dated cheques for balance of the tuition fees (for 9 months), in accordance with Tuition Fee Schedule.

by no later than February 15.

Returning student applicants who have not submitted items (i) and (ii) above by February 15, may request that their application be considered along with new student applicants.

Students who have been accepted and who have secured their enrolment as outlined above will be registered for the following school year.

### **New Student Applicants**

#### **1. Application**

New student applicants for Wesley Christian Academy will be provided with an Application package upon request, to include: an Application Form with Admissions Policy, Fees Policy and Discipline Policy, the Tuition Fee Schedule for the coming year, a copy of the Code of Conduct, and the Parent and/or Family Handbooks.

Wesley Christian Academy will accept new applications at any time. Review of new applications will begin on or about February 15. In order to be considered, the Application Form must be completed and returned to the school along with the non-refundable Application Fee of \$200.00 for Elementary School, and \$100.00 for the Early Learning Centre.

#### **2. Acceptance and Registration**

Successful applicants will receive a Letter of Conditional Acceptance, stating that their registration for enrolment will be confirmed upon submission of:

- (i) payment of Enrolment Fee equivalent to one month's tuition;
- (ii) payment of \$400.00 (Early Learning Centre) or \$1,000.00 (Elementary) Registration Deposit;
- (iii) post-dated cheques for balance of the Tuition Fees (for 9 months), in accordance with the Fees Policy;
- (iv) completed Registration Questionnaire and signed Waiver and Consent forms;
- (v) completed License Plate and Vehicle Information form

to be received by Wesley Christian Academy within five (5) business days from the date of the Letter of Conditional Acceptance.

Specific details about class placement and information to assist in preparation for the start of the school year will be available prior to the commencement of each school year.

### **Before- and After-School Care – Elementary Students**

Before-School Care for elementary students is available from 7:00 – 8:30 a.m. After-School Care is available from 3:45 – 6:00 p.m. Admission to Before- and After-School Care will be confirmed on a first-come-first-served basis.

Until May 15, only students who are applying for care five days per week will be considered. After May 15, consideration will be given to students requiring a few days a week or month.