



## **SCHOOL OF CHOICE**

### **Admissions Policy**

#### **POLICY STATEMENT**

Lakecrest accepts admission applications for new students throughout the year. Lakecrest reserves the right to review any potential behavioural and educational issues with the applicant as part of the admission process. At the discretion of the Head of School, this evaluation may involve the student attending Lakecrest for a trial period. Lakecrest is not able to provide ongoing special education programming and has a responsibility to determine whether it can meet the needs of each student applicant.

#### **SCOPE**

This policy is applicable to all applicants seeking admission to Lakecrest.

#### **POLICY DIRECTIVES**

1. To begin the application process, the parent or guardian of the applicant must complete and submit a Lakecrest Application Form and pay a \$250 application fee for each student applying for admission. This fee is non-refundable.
2. For students applying for placement in a grade beyond Grade One, the student's two most recent final year report cards must be submitted as part of their application package. For students applying to enter Grade One, the student's Kindergarten final report card must be submitted as part of the application package. Information given to Lakecrest during the admissions process will be held in the strictest confidence.

3. Any student who is seeking admission during the academic year may be asked to visit Lakecrest for a “trial” day. Parents seeking admission for their child(ren) may also request a “trial” visit day.

## **PRIORITIZING APPLICATIONS**

Although Lakecrest makes every effort to accommodate as many students as possible, our commitment to maintaining reasonable class sizes means that in some situations not all students can be accommodated. In these situations, those families who have paid their initial deposit for the upcoming school year by the March 1<sup>st</sup> deadline and are not otherwise in arrears in any tuition owed to Lakecrest will be considered for placement based on the following ordering:

1. Applicants who have attended the preceding grade at Lakecrest in the preceding year (for grades beyond Kindergarten).
2. Applicants who have a sibling who attended Lakecrest in the preceding school year.
3. Applicants whose tuition is paid for or reimbursed by a company paying the company rate for all students of its employees.
4. Date the completed application is received by Lakecrest.

For acceptable applicants not initially offered a placement in a grade due to the class being full, a wait list will be generated for each grade by the end of the third week of March for the following school year using the above criteria. If a space becomes available, the first applicant on the waitlist will be offered the placement. Once the waiting list is created for a grade for the year, all new applications for that grade will be added to the list on a first come, first served basis, regardless of the priority criteria set out above for applications received before March 1<sup>st</sup>.

If a child is placed on a waitlist for a class and is ultimately not offered a placement in the class for the year, the child’s parent can request to remove their child from the waitlist and receive a partial refund (\$125) of their admission fee after October 1<sup>st</sup> of the school year; or remain on the waitlist until a place becomes available.

When space in a class becomes available, new students can be accepted during the school year. For students accepted after October 1<sup>st</sup>, the amount of tuition owed by the applicant will be determined on a pro-rated basis. A payment schedule for the school fees must ensure that at least half of the outstanding fees are paid before the student

attends classes and that all outstanding fees for the school year are paid before the start of the fee schedule for the preceding year, i.e., March 1st.

**Please Note:** Admission is at the sole discretion of the school. If it is determined that the applicant is eligible and the school can meet their needs, the student will be considered for placement in the appropriate grade.