

**Episcopal Day School**  
**315 Lindsey Street**  
**Reidsville, NC 27320**  
**(336)349-3511 x 106**

**Admissions Policy 2012**  
(Approved January 12, 2009)

The Day School Board of Directors has responded to requests for a formal, written, Admissions Policy. This policy shows parents how and when to apply their children for admission, gives class size limits and composition, and establishes a waiting list for admissions.

**APPLICATION:**

All children must apply in order to be admitted to the Day School. There are **(4)** requirements for a completed application:

1. Completed Registration Form
2. Proof of medical insurance coverage for child
3. Payment of the Registration/Supply Fee
4. Mailing these three items to the Treasurer of the Day School (to the address above). U.S. Postmark determines your application date.

The ***application period*** begins in January, with an April 13<sup>th</sup> cut-off-date (by U.S. Postmark). Students may also apply and be admitted after April 13<sup>th</sup>, subject to availability.

Admission will begin on April 16<sup>th</sup>. Please remember that the child cannot be admitted if the application is not completed as outlined above. Those who have completed the Registration Form and paid their Registration/Supply Fee will be admitted on April 16<sup>th</sup>, subject to the rules in this policy. Anyone who has not completed the application by the cut-off-date, ***including those given preferences***, risk losing their spot to someone who ***has*** submitted their completed application.

If classes are not full on April 16<sup>th</sup> (for the following school year), additional children will be accepted on a first-come, first-served basis (by U.S Postmark).

If classes are filled to capacity, a ***waiting list*** will be maintained. Should there be availability, the roster will be filled in the order of the ***application date*** (postmark). No other preferences will be considered after the cut-off-date.

An Admission List will be posted on Monday, April 23<sup>rd</sup> at the Day School, one for each class with copies mailed to the parents of children whom have been accepted.

## **ADMISSION:**

Requires the application, and is subject to the following **(6)** criteria:

1. All three/four-year-old preschool children ***must be potty trained.***
  2. They must be ***able to separate*** from their parents.
  3. They must have achieved the ***developmental maturity*** of a three year old for the preschool program or a two year old for the two-year-old program.
  4. ***Class size*** is limited to **15** children in the three/four-year-old class and **8** in the two-year-old program.
  5. ***Class Composition:***
    - A. ***The two-year-old class*** is composed of two-year-olds, who must be two years of age on or before August 31<sup>st</sup>. There will be ***no exceptions*** to this age policy.
    - B. ***The three/four-year old class*** is composed of three/four-year-olds, who must be at least three years of age on or before August 31<sup>st</sup>. There will be ***no exceptions*** to this age policy.
1. ***Preference*** is given to students who applied on the following basis:
    - A. 1<sup>st</sup> Preference to St Thomas' Parishioners
    - B. 2<sup>nd</sup> Preference to students already in the program
    - C. 3<sup>rd</sup> Preference to siblings of students who are, or have been in the program

**Refunds** of the Registration/Supply Fee will only be made for children not admitted and will be mailed shortly after the start of the new school year. Refunds ***will not*** be made for voluntary withdrawal by a parent, unless the roster is filled for that class.

Once the school year begins, all students will be in a ***Probationary Period*** lasting six weeks. The following rules apply to both classes:

If, after the six-week probationary period, the child has continued to experience adjustment problems, the Administrator will withdraw the child from the program. Parents will be apprised of a ***potential*** withdrawal ***prior*** to the end of the six-week period. A parent/teacher conference will be held.

## **SUMMARY:**

1. Apply for a class by completing the Registration Form and mailing it (with your check and proof of child's medical insurance coverage) to the Day School Treasurer.
2. Admissions begin on April 16<sup>th</sup>, based on preference and subject to postmarked application date. The earlier you apply, the better your chances of admission if the roster fills quickly.