



Admissions Policy

The Mission

The Mission of Maple Ridge Christian School is to educate and equip students to engage God's world through biblical thought and action.

The Vision

MRCS will be an exceptional Christian school, immersed in a biblical worldview and nurturing student development in an authentic, respectful and loving community. We will have new state-of-the-art facilities with additional space for classrooms, gathering, athletic and fine arts programs, and leading technologies. A professional faculty will nurture, challenge and equip students to be rooted in Christ, to think biblically and critically, and to achieve appropriate levels of academic and extra-curricular excellence in order to engage our community and the world for Christ.

A. Basic Considerations:

1. Prospective Christian parents must want their children to be educated in accordance with the school's program of instruction, and they must attend orientation session(s). Each parent must sign a Vision/Mission statement. It is up to the discretion of the Board of Directors to admit families without a Christian background.

2. If the school needs to limit its enrollment, it will give preference to children of parents who are Society members and/or who already have other children enrolled in the school. As further means of prioritizing admissions due to enrollment limitations, preference will be given to those families transferring from other CSI or SCSBC Christian schools.

Students from other SCSBC or CSI schools or from areas where there are no Christian schools and where parents were members in good standing (including financial) may transfer at any time. Local transfers are not allowed after school starts, except as decided by the Board.

3. The school will accept a student only if it can provide a suitable educational program. In some instances, the school may lack the resources to provide for children with special needs.

4. Kindergarten and grade one students must have reached the age of five and six years respectively by December 31 of the year of enrollment. Government funding regulations require that parents supply the school with proof of age (birth certificate).

5. Schools do not receive government grants for students whose parents are not Canadian citizens or landed immigrants; therefore, such students are charged additional tuition fees to cover the lack of such grants.



B. General Policies and Procedures:

1. The school will acquaint parents with its basis, purpose, main policies, program and credentials. It will provide parents with:

- A Parent Handbook
- A statement of the school's beliefs, purpose and educational objectives
- A pamphlet describing the program and operation of the local school, a copy of the school's constitution and By-laws
- A fact sheet about the parents' financial obligations
- A Student Registration Form
- Parent/School Partnership
- For Middle and Secondary students, a Commitment Form

2. The normal registration deadline for new students is April 30. Late registrations will be considered if the school has room at the requested grade level(s).

3. The administration is responsible for placing the student at the suitable grade level and/or in a suitable program. He/She may administer or have administered grade level/achievement tests to any prospective student.

4. The parents of a new student must submit a \$100.00 refundable Application Fee and a \$200.00 non-refundable Entrance Fee to begin the registration process. The Application Fee will be returned upon successful completion (within the first year) of the Orientation Session(s). When a family has been accepted and a space is available, a cheque post-dated July 1—for the first month's tuition—must be submitted to complete the process.

5. All students are accepted for a probationary period of three months or longer, if deemed necessary.

6. The school will expel a student whose conduct consistently conflicts with the school's Christian character, program, and values.

7. The BC Provincial government provides annual grant funding directly to Maple Ridge Christian School for each eligible student to assist with the cost of their education. Eligible students are those whose parent(s) or legal guardians are permanent residents of British Columbia or persons with a work or study permit of one year or longer and who meet the minimum hours of attendance requirement by May 15th. Parents should be aware that if the grant should be reduced, the school shall, at the school's sole discretion, adjust the yearly fees to compensate for loss of revenue retroactive to the date of change.

8. Additionally, students who do not meet the minimum hours of attendance requirement by May 15th, other than for allowable medical reasons, or high school students who do not take the required number of courses, are not eligible for the full Provincial School Grant. In such cases, the school may lose all or a portion of the grant for that student and shall, at the school's sole discretion, hold parents responsible to compensate Maple Ridge Christian School for the full amount of the grant lost.



C. Admission Procedure:

1. Parents first submit a completed Student Registration Form that includes information about the student's academic, social and disciplinary history; citizenship and, if applicable, landed immigrant status of the parents; medical background; names of two references; signed statements of commitment by the parents; and a letter of reference from their pastor indicating their level of commitment in the church. Families unable to submit a letter from their pastor, for whatever reason, are welcome to submit a covering letter explaining why a pastor's letter is not available, and their reasons for wanting their children in a Christian school.
2. A \$300.00 cheque (\$100.00 for the Application Fee and \$200.00 for the Entrance Fee) must accompany the Registration Form. **Both the Application Fee and the Entrance fee will not be refunded if the parent withdraws the registration form at any time after the parent/principal interview has taken place.**
3. The administration interviews all parents who have not previously had children enrolled in the school. The interview will acquaint parents more fully with the aims and policies of the school. It will establish or confirm:
 - The school's intent to help children become more responsible disciples of Jesus Christ in contemporary society
 - The Christian commitment of the parents and their concern to maintain a Christian home and to a Christian way of life
 - The sincere desire of parents for their children to benefit from a Christian atmosphere and a Christian program of instruction
 - The parents' acceptance that their children will be subject to all school policies
 - The school's and parents' commitment to work through established communication channels to try to resolve any problems that may arise
 - The parents' acceptance of the financial obligations (tuition and other fees)
 - The parents' agreement to attend the school's orientation sessions
4. The administration will interview students in grades 6 and above.
5. The administration will contact the principal of the student's previous school(s), as well as the references listed by the parents.
6. Elementary students being registered may be tested for grade placement by MRCS personnel before admissions is ratified.
7. Board members may interview prospective families.
8. The administration will confirm admission.



D. Society Membership:

1. All prospective parents are required to attend the school's Orientation Session(s). The sessions(s) will include information about the basis and purpose of the school as described in the school's constitution; a description of the school's character and its program; and the rights and obligations of society members.

The Application Fee (\$100.00) will be returned after the parents have attended the Orientation Session(s).

2. Those who sign a statement that they are in full agreement with the Constitution, By-Laws and Objectives of Christian Education and of the school society, commit themselves to upholding the same, and claim Jesus Christ as Lord and Saviour of their lives, may join the Haney-Pitt Meadows Christian School Society as full members and be fully involved in its governance.

Adopted by HPMCSS Board June 1991;
Amended January 2000;
Amended March 2005;
Amended with new Mission/Vision/Core values June 2006;
Amended December 2006;
Amended October 2008
Amended January 2009



Special Education—Admissions Policy

1. Admission to the Special Education Program at Maple Ridge Christian School is subject to all of the policies and procedures described within. These policies and procedures require a firm commitment to Christian education and to Maple Ridge Christian School.
2. A completed application for admission of a student with special needs should be received at the school office by the end of February for a student to be considered for admission in the following school year. This application must include all relevant assessment reports issued and certified by a registered psychologist. Applications received after February will receive a lower level of priority. We will not process applications after April 15 for the following school year. Mid-year transfers will be dealt with on a case by case basis.
3. There will be an additional assessment fee of \$200.00 for each student with special needs. These costs are associated with the additional administration and assessment costs required to process the application. The administration services may include meetings with specialists, observing the child in his/her current setting, filing for funding, reviewing psycho-educational reports, hiring of Special Education Assistants, etc.
4. It is required that parents disclose accurate information about their child's special needs and provide all psycho-educational reports. Failure to do so will jeopardize a student's continued enrollment at Maple Ridge Christian School.
5. A Special Education admission meeting with the parents, the Administration and the Special Education Coordinator will follow the receipt of the application form. The admission meeting will determine the types and levels of service, the equipment and facilities which would be necessary to support the student's learning at Maple Ridge Christian School.
6. In the period of time following the Special Education admissions meeting, the Special Education Coordinator will observe the student in his/her current setting to determine whether the necessary support services will be obtainable and assess the school's ability to serve the student. Recommendations to the administrator will follow.
7. The parents will be notified of a decision about admissions into the Special Education Program by the end of June.
8. Enrollment in the Special Education Program is limited. Preference will be given to students who are already enrolled in the program and whose siblings are currently enrolled at Maple Ridge Christian School. Admissions will also be dependent on class size, the number of students with special needs currently enrolled in the class, the dynamics of the class, finances, resources available in the school and availability of specialists and support personnel.
9. Continued enrollment at Maple Ridge Christian School for students with special needs will be re-evaluated on a yearly basis. Parents will be informed of any preliminary decisions by the end of February.
10. If extra services are required that are not included within the grants received, parents may be required to cover some of these additional costs as mutually agreed at the time of registration.