



Transitional Kindergarten Application

Thank you for your interest in Covenant Day School. We consider it our privilege and honor to serve you.

At Covenant Day School, our goal is to glorify God by assisting the Christian family in the discipleship, education, and nurture of its children and to ensure the success of each student who is enrolled. Our partnership with parents and each student's success begins with the admissions process.

The Purpose of the Admissions Process:

The admissions process is designed to ensure a student's readiness and potential for having a successful and rewarding experience at Covenant Day and to determine proper academic placement. The admissions process is also designed to confirm compatibility in Christian values, philosophy, and essential beliefs between parents and the school so that a strong partnership is forged between the Christian home and the school.

Admissions Policies

General:

Covenant Day School does not discriminate on the basis of race, color, gender, or national or ethnic origin.

Should there be more applications than spaces available, students may be placed on a waiting list. Placement on the waiting list does not constitute acceptance.

Transitional Kindergarten applicants must be 5 years of age on or before December 31st of the enrollment year.

The admissions process includes a review of the student application, the pastor's recommendation and a successful parent/guardian interview with the Head of School or the Lower School Principal. Admission to Covenant Day School is at the sole discretion of the school's administration.

Financial Aid:

To apply for financial aid, please contact the Admissions Department for the Financial Aid packet when you submit your admissions application.

Admissions Process

Admissions Open Houses:

You are cordially invited to visit the school. The school sponsors Admissions Open Houses each year. Please call the Admissions Office for details and to confirm dates.

School tours:

In addition to the school's Open Houses, parents/guardians are welcome to schedule a private school tour and to visit our classrooms on an individual basis. Please call the Admissions Office at 704-708-6129 to schedule a private tour or classroom visit.

Application Procedure:

- ◆ The application process begins with the completion and submission, along with the application fee, of the Transitional Kindergarten Application, found in this packet. **The application fee for Transitional Kindergarten is \$100.** Should it be necessary for CDS to cancel this class, the application fee will be refunded.
- ◆ Pastor's recommendation received. These must be mailed or faxed directly from the pastor to the admissions office.
- ◆ After receiving all supporting documentation, a parent interview with the Head of School or the Lower School Principal is scheduled.
- ◆ Following a successful interview, parents must submit the commitment form and first month's tuition in order to secure their enrollment.
- ◆ Covenant Day School accepts applications throughout the school year and fills openings in the classrooms as they become available.

Application Dates:

Transitional Kindergarten applications are received on a first-come, first-served basis beginning at 7:30 a.m. on February 15th or the first business day thereafter. Should there be more applications than spaces available, students may be placed on a waiting list.



2010-11 Tuition/Fee Schedule

Grade	Christ Covenant Member	Non-member	Fees per student	Fee Type
TK	\$4,750	\$5,450		
K	\$5,750	\$6,450		
1 to 5	\$7,760	\$8,460		
6 to 8	\$9,250	\$9,950		
9 to 12	\$10,790	\$10,790		
12			\$125	Graduation

1. Payment Terms:

- A non-refundable deposit of 10% of total annual tuition is due at enrollment or re-enrollment, as well as, a \$125 non-refundable graduation fee for rising Seniors; re-enrollments must be completed by Feb 17, 2010.
- To calculate the re-enrollment deposit, please use the Parent Tuition Worksheet on the CDS E-News site; please print out the completed form and return with your re-enrollment form.
- Annual tuition is due in full by April 1, 2010. Although tuition is due in full on April 1, an optional 9 month tuition payment plan is available for those agreeing to pay by automatic bank draft. Drafts will occur on the 17th or next business day of the month, commencing May 2010 and concluding January 2011.
- Please see paragraph 7 for tuition refund policy.
- A 2% discount will be applied to tuitions paid in full by April 1, 2010.
- A returned item fee of \$35 will be charged to accounts with insufficient funds to draft.
- No other payment options are available.

2. High School

- All students in grades 9 to 12 are required to have a laptop computer. School specified and supported models are highly recommended.
- A non-refundable graduation fee of \$125 per student is due from all rising seniors upon enrollment.

3. Multi-child Discount

- Those families enrolling more than two students will receive a \$2,000 tuition discount for the third student enrolled in K-10, and a \$2,500 tuition discount for the fourth and additional students enrolled. The discount will apply to the child(ren) in the lowest grade(s). The discount for TK students is \$1,000 for the third and additional students enrolled.

4. Member Status Change

- Those families becoming members of Christ Covenant Church after re-enrollment must complete an affirmation statement with the Business Office to qualify for the member tuition rate; such rates will be reset only on April 10, 2010, and September 10, 2010, following the status change. Adjustments will not be made at any other time.

5. Services not funded by tuition

- The Academic Resources program for learning disabled and special needs students is available for an additional charge. Please contact the school office for information about this program.
- The cost of tutoring for students needing additional help beyond that normally provided by the classroom teacher, or for those on academic probation is in addition to tuition. The cost of special testing is in addition to tuition.

6. Financial Assistance

- Covenant Day School desires to provide affordable, quality Christian education. Those requiring financial assistance are encouraged to apply for need-based financial aid. Please contact the Business Office (704.708.6165) for information.
- Completed Financial Aid applications are due to the Business Office no later than February 17, 2010.

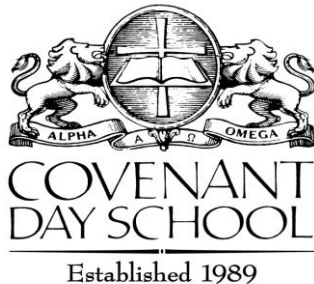
7. Tuition Refund Policy

- All tuition is due in full to Covenant Day School as of April 1, 2010. However, should a student withdraw or be expelled prior to January 10, 2011, a credit against total tuition will be issued as shown below:

Prior to:	May 10th	Jun 10th	Jul 10th	Aug 10th	Sep 10th	Oct 10th	Nov 10th	Dec 10th	Jan 10 th
Credit:	90%	80%	70%	60%	50%	40%	30%	20%	10%

8. Non-payment

- Student re-enrollment, report card issuance, and transcript release will be suspended for those students with non-current accounts until those accounts are made current.
- The school reserves the right to deny students access to class for non-current accounts.



TRANSITIONAL KINDERGARTEN STUDENT APPLICATION FOR ADMISSION

<i>OFFICE USE ONLY</i>						
Date Received: ____/____/____	<input type="checkbox"/> Staff	<input type="checkbox"/> Sibling	<input type="checkbox"/> Member	<input type="checkbox"/> Non-Sibling	<input type="checkbox"/> Non-Member	<input type="checkbox"/> Former Staff

Please print neatly. Application must be completed **in full** and submitted before your child will be considered for admission. **The application must be accompanied by the \$100 non-refundable application fee.**

Currently in grade: _____ Applying for grade: _____ For Aug. _____ 20_____

Applicant's full name: _____
Last First Middle Name called

Date of birth: _____ Male Female Social Security Number: _____

Father's/Guardian's full name: _____
Mr./Mrs./Dr. *Last First Middle Name called*

Home address: _____
Street City State Zip

Business: _____ Position: _____ Work phone: _____

Business address: _____
Street City State Zip

Mother's /Guardian's full name: _____
Mr./Mrs./Dr. *Last First Middle Name called*

Home address: _____
Street City State Zip

Business: _____ Position: _____ Work phone: _____

Business address: _____
Street City State Zip

Father's home phone: _____ Cell phone: _____ Email: _____

Mother's home phone: _____ Cell phone: _____ Email: _____

Marital Status: Married Separated Divorced Widowed Single Remarried

If divorced, with whom does student live? _____

"...We are taking every thought captive to the obedience of Christ." IICor. 10:5

Covenant Day School • 800 Fullwood Lane • Matthews, NC 28105 • 704/847-2385 • Fax 704/708-6137
e-mail: cdsadmission@covenantday.org • www.covenantday.org

STUDENT ACADEMIC HISTORY

List preschools your child has attended, beginning with the most recent:

School: _____ Years Attended: _____

Address: _____
Street City State Zip

School: _____ Years Attended: _____

Address: _____
Street City State Zip

School: _____ Years Attended: _____

Address: _____
Street City State Zip

Has your child been evaluated for learning disabilities or ADHD? _____ If yes, please attach the records, and give dates and general results of the evaluation(s) in this space. _____

Has your child ever received psychological testing? _____ If yes, please attach records and give dates and general results in this space. _____

Has your child been involved in any counseling? _____ If yes, please attach records stating when and for what reason, and give general description in this space. _____

Has your child ever been suspended or expelled from school for any reason? _____

If yes, please give the year of the suspension or expulsion and the reason(s). _____

Applicant's extracurricular interest, abilities and achievements: _____

GENERAL MEDICAL INFORMATION

Please indicate any medical conditions of which the faculty and staff should be aware (e.g., asthma, HIV+, epilepsy, diabetes, etc.): _____

List most current date of ear screening. _____

List most current date of eye screening. _____

Any problems noted? _____ Any follow-up necessary? _____

If so, what? _____

Please list any allergies of which the faculty and staff should be aware: _____

Does your child have any known handicaps, mental or physical, that would limit his/her participation in our educational program? _____

REFERENCES

Name of church you now attend: _____

Pastor's name: _____ Office phone: _____

Are you a member of this church? _____ If not, how long have you been attending/visiting this church? _____

Do you regularly attend worship services? _____

What church ministries are you currently serving in? _____

Please list any religious/civic organizations to which you belong: _____

SIBLINGS OF APPLICANT

Please list any siblings who are current students at Covenant Day School:

_____ *grade* _____ *grade* _____ *grade* _____ *grade*

Please list any siblings who are also applicants to Covenant Day School:

PARENTS' / GUARDIAN'S CHRISTIAN EXPERIENCE

Father/Guardian: Are you a Christian? _____

On what do you base your answer? _____

Mother/Guardian: Are you a Christian? _____

On what do you base your answer? _____

State your reason(s) for wanting your child to attend a Christian school. _____

State your reason(s) for wanting your child to attend Covenant Day School _____

In order of importance list what you consider to be the three most vital aspects of your child's education.

Be specific:

1. _____

2. _____

3. _____

Please note that this application alone will not secure a place for your child on the waiting list. This application must be accompanied by the non-refundable application fee.

Covenant Day School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships, athletics, or any other school-administered programs.

PARENT/GUARDIAN STATEMENT OF AGREEMENT/COMMITMENT

I/we have read and fully support and will abide by all school policies, the Parent/Student Handbook found on the CDS website (www.covenantday.org), and the requirements set forth in the Tuition Schedule of Covenant Day School. Furthermore, I/we understand and agree to abide by the following:

1. The administration will take all responsibility for academic placement;
2. In accordance with biblical principles, we as parents assign to the teachers and administration full responsibility in all matters of discipline according to the guidelines found in the Parent/Student Handbook.
3. It is understood that the school holds to the statement of faith as expressed by the Nicene Creed and that system of doctrine contained in the Westminster Confession of Faith and The Larger and Shorter Catechisms. It is further understood that the faculty and administration of the school will seek to lead each student into a personal and vital relationship with Jesus Christ as Lord and Savior and will instruct children in the Catechism of the Westminster Confession of Faith.
4. Parental grievances must be directed through the proper channels:
 - a. All grievances will be handled in accordance with the principles outlined in chapter eighteen of the gospel of Matthew.
 - b. All persons are to deal with the situation at its source. This usually means initially speaking privately with the particular teacher or appropriate school staff member in a constructive and supportive attempt to get clarification or resolution.
 - c. If, after honest attempts have been made and clarification or resolution has not satisfactorily been reached, then:
 - d. The person proceeds to the next level of authority. This generally means speaking with the principal. If satisfaction is not realized by this point, then:
 - e. The person proceeds to the Head of School.
 - f. Grievances may not be appealed to the School Board or to the Session of Christ Covenant Church. The Head of School has final authority regarding all school related issues, including discipline.
 - g. Exception: Parents/Guardians may appeal an expulsion decision to the Academic and Discipline Review Committee of the School Board. No appeal may be made to the session of Christ Covenant Church.
5. I/we am responsible for the timely payment of all tuition and other fees as well as any damages incurred to school property by my child. It is further understood that students will not be admitted to class unless tuition payments are current and all fees paid unless an exception is granted by the finance committee. All bills must be paid before re-enrollment can be offered, report cards issued or transcripts released, as per the tuition schedule.
6. It is further understood that upon voluntary withdrawal from school, I/we am responsible for the balance on my account as of the *withdrawal date*.
7. My child has permission to take part in all school activities including field trips and athletic events.
8. Should the time ever come that I/we can no longer support the Statement of Philosophy, Statement of Faith, School Discipline Policies, or this Statement of Agreement, I/we will discretely and politely withdraw my child(ren) from Covenant Day School.

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date

Transitional Kindergarten Admission Application
Parent Questionnaire
To be turned in with application

Child's Name: _____ *Birth Date: _____ Today's Date: _____

Parent's Name: _____ Child's Due Date: _____

Parents, please take a few moments to tell us about your child.

- | | |
|---|---|
| <p>1. Approximate age child began walking: _____</p> <p>2. Approximate age child began talking: _____</p> <p>3. Describe child's coordination. _____</p> <p>4. Age of complete bladder control. _____</p> <p>5. Age of complete bowel control. _____</p> <p>6. Child shows his/her independence in dressing by: _____</p> <p>7. At a 10 - 15 minute story session, describe child's activity level. _____</p> <p>8. Given a task, my child will: _____</p> <p>9. Describe your child's memory. _____</p> <p>10. List three activities (self-help) that your child can do all by himself/herself. _____</p> <p>11. Describe your child's ability to cooperate. _____</p> <p>12. My child expresses anger by: _____</p> | <p>13. Please cite an example of your child's ability to tell right from wrong. _____</p> <p>14. In our home we expect (about obedience) _____</p> <p>15. Describe child's impulsive behaviors. _____</p> <p>16. How does your child obey? _____</p> <p>17. Leaving parents is _____ for your child.</p> <p>18. When given a new task, my child _____</p> <p>19. Describe any fears. _____</p> <p>20. Describe how your child plays with friends. _____</p> <p>21. Does your child have any history of ear infections? <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, please explain the extent of impact. _____</p> |
|---|---|

PLEASE CIRCLE: Questionnaire filled out by: Mother Father Other Caregiver

OTHER COMMENTS: _____

* Child must be 5 years old by December 31st.



Pastor's Recommendation

1. TO BE COMPLETED BY PARENT

Parents' names: _____

Address: _____

City, St, Zip _____

Applicant's name(s): _____ Grade applying to: _____

2. TO BE COMPLETED BY THE PASTOR

Dear Pastor:

At Covenant Day School, our goal is to glorify God by assisting the Christian family in the discipleship, education, and nurture of their children.

The above named family has applied for admission to Covenant Day School. CDS requires that at least one parent be a professing Christian with a credible testimony and saving relationship with Jesus Christ. The child's parents are aware that we request such an evaluation of this applicant and additionally have been informed that your comments will be held confidential. CDS would greatly appreciate your response to the following questions:

How long have you known this family? _____

Is at least one parent a professing Christian? _____ Comments: _____

Does this family faithfully attend worship services? Yes _____ No _____

How often? Never _____ Occasionally _____ Almost Always _____

Is at least one parent a member of your congregation? Yes _____ No _____

Are there special circumstances of which we should be made aware? _____

Would you recommend this family for consideration for admission to CDS? _____

Pastor's Name: (Please Print) _____ Signature: _____

Title if other than Pastor: _____

Name of church: _____

May we contact you? _____ Phone number: _____

Thank you for taking the time to complete this form. Please mail or fax this completed form directly to:

Attn: Admissions Dept
Covenant Day School
800 Fullwood Lane
Matthews, NC 28105

If you have questions, please contact CDS Admissions Director Lisa Barlow @ 704-708-6127; Fax: 704-708-6137