



# RICHMOND CHRISTIAN SCHOOL ASSOCIATION

## ADMISSIONS PROCEDURES

### ADMISSIONS PROCESS

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## FAMILY ADMISSIONS

### 1) Read through the 8 statements which follow:

- a) I/we accept the Bible as the infallible Word of God.
- b) At least one parent in this family is a born-again/professing Christian.
- c) Our family is actively involved in a Bible-based Christian church.
- d) Our family desires a distinctively Biblical Christian Education and is committed to working with other families in “training up our children in the way they should go.”
- e) Our family is prepared to financially commit itself to the costs of operating the Richmond Christian School.
- f) All children in our family, during their time of attendance, will reside with at least one Christian parent or legal guardian. International students will reside with at least one Christian parent, homestay family or custodian.
- g) We, the parents and the children who desire to enroll, are Canadian Citizens, have Permanent Resident Status or are living here on a valid work or study permit.
- h) Christian parents/guardians will attend the two orientation meetings (RCS 101) as part of the requirement for membership to the Richmond Christian School Association.

### 2) Community Standards Code of Conduct

#### Preamble

The Richmond Christian School Association exists to operate an independent Christian school in alignment with the school’s Mission Statement. In order to promote and advance the mission and vision of Richmond Christian School all community members are expected to adhere to standards of conduct which the school holds for itself. This includes but is not necessarily limited to: parents, guardians, volunteers, directors, committee members and society members.

Richmond Christian School is a place of diversity and the potential exists for differences of opinion on whether or not certain behaviour is in breach of the community standards. The standards of conduct of Richmond Christian School are rooted in the command of Jesus in Matthew 22: 37-40 that we first “Love the Lord your God with all your heart and with all your soul and with all your mind” and second “Love your neighbor as yourself”.

These standards must be respected and adhered to in public and private life and in school related and non-school related activities.

#### Scope of Application

- 1) The standards of conduct for members of the community are found in the Richmond Christian School constitution, its bylaws and other governing documents, employment contracts & policy and procedure manuals, codes of conduct, and handbooks.
- 2) Board and committee members shall only hold office if they support and adhere to the same standards of conduct. Service in these areas place each member in a position of responsibility and leadership within the school.

## Community Standards Expectations

The following Standards of Conduct are expected from Richmond Christian School community members and contains a non-exhaustive list of general examples of how community members are to live in harmony with one another, promote the mission of the school and protect the integrity of the Christian education being offered:

- 1) Community members are to attend a Bible based, Bible teaching Christian church.
- 2) Community members are to demonstrate clear and active support for Christian education.
- 3) Community members are to promote and maintain a respectful school environment:
  - a) by being courteous, polite, respectful and considerate towards others; (1) Respect the privacy of others on social media or other public mediums;
  - b) by acting with honesty and integrity, abiding by and upholding all rules and regulations and assisting and encouraging others to do the same;
  - c) by refraining from statements, actions or conduct which is intolerant or discriminatory as determined by prevailing legislation;
  - d) through the inclusion of all people, including those with different strengths and opinions;
  - e) respecting that intimate relationships are only appropriate between a husband and a wife where there is a legal covenant between them;
  - f) by not engaging in activities that are criminal, violent or abusive;
  - g) by refraining from any other conduct that could bring disrepute to Richmond Christian School in the reasonable judgment of the Board of Trustees; and
  - h) by managing conflict in a polite and civil way; (1) Respect the confidentiality of difficult or negative school relationships and handle situations privately.
- 4) Any allegations of conduct in conflict with these standards should be dealt with confidentially through policies 1.5 Dispute Resolution or 3.13 Employee Relations Committee.

## STUDENT REGISTRATION

- 1) The Administration will determine whether more information is needed. Previous schools may be contacted and students may need to be assessed. Richmond Christian School will accept students if it believes it can provide suitable programs for them.
- 2) Kindergarten and Grade 1 children must have reached five (5) and six (6) years of age respectively by December 31 of the school year of enrolment. Government funding regulations require that parents supply the school with proof of age.
- 3) Clear copies of Citizenship or Permanent Resident status for both students AND parents must be submitted for verification.
- 4) Enrolment at the Richmond Christian School is a privilege. In order for the home and school to work together in harmony, there must be agreement with the methods and process of discipline. The first three months are considered an evaluation adjustment period, during which time we expect to see acceptance of responsibility on the part of students and parents. At any time during this probationary period it may be necessary to review the enrolment.
- 5) In certain cases it may be necessary for the school to expel a student whose conduct and attitude conflicts with the Christian character and program of the school.

### **International Students:**

- 1) RCS does not offer an organized International Student Program. Requests for enrolment of international students are handled on a case by case basis. An international student applicant must have one Christian parent and must be living with either a Christian parent (with visitor permit) or a Christian homestay / Custodian with Cdn citizenship or Permanent Resident status. The Christian Testimony form and Church Affiliation form must be submitted by both the Christian parent and the Christian family the student resides with.
- 2) If the student (grade 10, 11 or 12) is a Christian, the requirement of having one Christian parent or custodian could be waived. In this case, the Christian Testimony form should be filled out by the student and the Church Affiliation form should be filled out on behalf of the student.

## **ADMISSIONS PROCEDURE**

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- 1) PARENTS submit the completed Admissions application packet to the Admissions office at the Middle School Campus. After the application is submitted and reviewed, an educational assessment may be necessary. If there is space available and we are able to meet the learning needs of the student, the Admissions Coordinator will contact the family to arrange an interview with the campus Administrator.
- 2) The Administrator meets with all parents and also students from grades 6 to 12. Occasionally, students from Kdgn to grade 5 may also be invited to attend the interview. The interview will inform and challenge parents/custodians with the particular characteristics of RCS. Parents/Custodians will also have an opportunity to ask questions and tour the campus. These sessions usually take about 1 hour.

### **This interview will establish or confirm:**

- 1) The school's intent to help children become responsible disciples of Jesus Christ in today's society.
- 2) The parent's acceptance that their children will be subject to all school policies.
- 3) At the end of the interview, if all requirements have been met and the Administrator is satisfied that we are able to meet the student's learning needs, the Stage 2 packet will be given. If there are concerns, these will be shared with the family. The Stage 2 packet must be returned with applicable fees within 10 business days. A letter of acceptance will be forwarded once all applicable forms and cheques have been received.

## **ORIENTATION SESSIONS - RCS 101**

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RCS is a cooperative venture of Christian parents in the education of their children. RCS is operated by a B.C. registered Society consisting of such parents and other like-minded Christians. We hope that all parents will be desirous of participation and commitment to the Society that operates the school.

All parents new to the school are required to attend the school's two Orientation Sessions (RCS 101) usually held in October and January. These sessions include information about the history of the Richmond Christian School, 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 membership.

## POLICIES RELATING TO TUITION PAYMENTS

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Standard tuition rates apply to all students admitted to the school (except international students). The following policies apply unless other arrangements have been made with the business office.

- A) Tuition for the year is due the first day of school in September. By that time, a 10 month payment plan by pre-authorized debit is required. If you choose to pay in full by the end of the first week of school, a 2% discount will be applied to the tuition portion of your fees. (not applicable to credit card transactions)
- B) Students will not be re-admitted until all financial obligations are met or satisfactory arrangements have been made with the Director of Finance.
- C) If an account is outstanding as of July 15th and satisfactory arrangements have not been made, students' names will be removed from the enrolment list.
- D) Continued failure to meet the above obligations to the school ON TIME may result in admissions being refused.
- E) When a student is expelled, suspended or asked to withdraw, tuition for the balance of the year remains due.
- F) When a student voluntarily withdraws from the school for any reason, a Withdrawal form must be completed and submitted to the Admissions Coordinator. One full months' notice (30 calendar days) must be given from receipt of the Withdrawal form or the following months' tuition will be charged. The Withdrawal Form is available at any of the 3 campus offices.
- G) When a student leaves Richmond Christian School for any reason, including graduation, all unpaid accounts remain due to the school.
- H) A student activity fee is required for Grades Kdgn -12 to cover the costs of field trips and other required expenses that may be incurred during the school year.
- I) Shuttle bus fees are non-refundable, when a student voluntarily withdraws from the school.
- J) A post-dated cheque is required for the Parent Participation fee. This fee is only applicable to families with students from Kdgn to grade 12 (not preschool). If parents complete 10 hours of volunteer service for the school, the cheque will be destroyed. If parents choose not to participate or the 10 hours are not completed, the cheque will be deposited into a Benevolent fund to help those families in need.
- K) A one-time Capital Improvement fee (per family) is payable upon acceptance and is non-refundable upon start of classes in September. This fee is only applicable to families with students from Kdgn to grade 12 (not preschool). This fee is waived for families coming from an SCSBC member school.

### International Students (Grades 9 to 12 only)

- 1) Total tuition per child per year and the Capital Improvement fee is payable upon acceptance and before a letter of acceptance is issued.
- 2) A full refund of tuition fees will be given if the student visa is not approved (Original letter of rejection from Embassy is required for copying).
- 3) If the student withdraws prior to August 15, 2/3 of the tuition is refundable. All fees are non-refundable.
- 4) If the student withdraws after August 15, there will be no refund of any tuition or fees.

*Note:* All student withdrawals require the submission of the completed student withdrawal forms to the admissions office at the Middle campus or via email to [admissions@myrcs.ca](mailto:admissions@myrcs.ca). Please contact the campus admin assistant for a copy of the withdrawal form.