



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.01 ADMISSIONS AND ENROLLMENT – VERSION 5.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
		A	D	I
SECTION: 04 – STUDENT AND ENROLLMENT AND EDUCATION	LAST REVISION DATE: OCTOBER 24, 2025			
ADOPTED: NOVEMBER 26, 2012	REVIEW FREQUENCY: EVERY 4 YEARS			

PREAMBLE

The Richmond Christian School Association is a society in the province of British Columbia whose purpose is to establish, maintain and conduct a school in accordance with the basic principles set out in the Constitution and Bylaws of the Society. The Richmond Christian School Association and its members believe that Home-School-Church must work together in the nurturing and education of our children. RCS seeks to enroll families where both parents and students are committed to the school's mission statement:

“It is the mission of Richmond Christian School (RCS), in obedience to the infallible word of God and led by His Spirit, to provide a quality Christ centered education, equipping all students to joyfully serve Christ in all aspects of life.”

The purpose of this policy is to outline the admission and enrollment requirements for prospective families and enrollment of returning families.

The administration is responsible for following the policy and procedures and may amend the forms that comprise the admissions policy.

The Board will approve all changes to the admissions policy.

REVIEW HISTORY		
DATE	VERSION	CHANGES
NOVEMBER 2016	2.0	
APRIL 26, 2021	3.0	
NOVEMBER 21, 2022	4.0	
OCTOBER 24, 2025	5.0	REVISIONS TO POINTS 2.H; 3.B.II; 5.A; 6.B

1. DEFINITIONS

For the purposes of this policy and ease of reference:

- a. Child shall mean the child or children.
- b. Parent shall mean the parent(s) or guardian(s).
- c. Staff shall mean a person employed by Richmond Christian School on a continuing term contract that is part-time or full-time.
- d. Admission shall mean the process whereby families who are new to RCS apply for possible enrollment and student placement.
- e. Enrollment shall mean the process whereby families who continue to meet all admission requirements and whose children can be accommodated are offered student placement.
- f. Fees shall be set by the Business Office.
- g. Student Placement shall mean:
 - i. The process whereby individual students are placed in a particular grade.
 - ii. Placement will be offered to individual students provided that the learning needs of each child can be properly accommodated without causing undue hardship to the school community.

2. BASIC REQUIREMENTS

- a. Families or students applying for admission to RCS shall meet each of the following requirements:
 - i. One of the parents of the child shall be a practicing and professing Christian and acknowledge that they have read and understand the mission, vision, values of the school, including the Statement of Faith and Standards of Community Conduct
 - ii. The family is committed to respecting the RCS Mission Statement
 - iii. The family is committed to respecting and adhering to the Constitution, Bylaws; policies and procedures that govern and direct the operation of RCS
 - iv. The family is committed to fulfilling their financial obligation to RCS including tuition and fees
 - v. The family is committed to supporting capital campaigns and participating in school sponsored events and programs, to the best of their ability
 - vi. The parent and child are each sincere in their desire for a Christ-centered education and will honour the school's position that Home-School-Church are all important

elements contributing to the nurturing development and education of a Christian child

- vii. The family is able to provide a Church Affiliation (Pastoral Reference) form as required
- b. Enrollment openings will be determined annually by the Administration.
- c. In filling enrollment openings, the following are considered, in priority order, when all admission requirements are met:
 - i. Students of staff.
 - ii. Students of families with another child already enrolled at RCS
 - iii. Students transferring from Delta Christian School
 - iv. Students transferring from another SCSBC school.
 - v. Students of alumni students who graduated from RCS.
 - vi. New students. Families that have more than one child requesting placement will be offered openings for each child as space becomes available in their respective grade
- d. Students from family inquiries for classes that are full will be placed into a waiting pool. A waiting pool allows RCS to enroll students who are the best fit, for the student and school, for the specific classroom that has an opening.
 - i. Student inquiries in the waiting pool will not be reviewed until an opening becomes available.
 - ii. Student inquiries in the waiting pool are kept until the end of September of the current school year.
- e. Students registering for Kindergarten must turn 5 by December 31 of the enrolling school year.
- f. Students registering for Grade 1 must turn 6 by December 31 of the enrolling school year.
- g. All new students, from Kindergarten to Grade 12, will go through the following academic screening process to ensure that RCS can meet individual needs.
 - i. Review birthdates
 - ii. Review report cards – contact present teacher for clarification of information, if required
 - iii. Review samples of student work (writing, reading comprehension and math), if deemed necessary
 - iv. Review Health Record Information (including outside specialist assessments and other special needs information)
 - v. Assessment as required by Administration

- h. Students who require Inclusive Education Support Services may be provided placement provided that:
 - i. all admission and enrollment requirements are met; and
 - ii. the Inclusive Education department is confident that RCS can meet the needs of the student, bearing in mind:
 - 1) The provisions in policy 04.12, Inclusive Education
 - 2) The quality of the educational service the school is able to offer
 - 3) The availability of “in-house expertise” required to meet the learning, social and emotional needs of the child
 - 4) The ability of the school to meet the child’s needs, based on the existing facilities and the capabilities of current staff
- i. Absolutely no gifts (either financial or in-kind) are to be offered to any staff member during the enrolment process. Families attempting to provide staff gifts during the enrolment process will be removed from the application process and will not be admitted to RCS.

3. ADMISSIONS AND ENROLLMENT TIMELINE

- a. The Timeline for Admission and Enrollment will be determined annually under the following schedule:
 - i. *Stage 1 – Inquiries:* the inquiry process will be started by the end of October
 - ii. *Stage 2 – Application:* the application process will be started by the end of November and will remain open until all openings have been filled
 - iii. *Stage 3 – Admissions:* the admissions process will begin in December and will remain open until completed
 - iv. *Stage 4 – Enrollment:* the enrollment process will begin and remain open as required.

- b. **ADMISSIONS PROCESS**

Stage 1: Inquiry

- i. Families who inquire about admissions will be reviewed to determine if they are eligible to move to stage 2. The requirements are as follows:
 - 1) Classroom spaces as per policy 04.01.04 Class Size Guidelines
 - 2) Classroom spaces for inclusive education students as per policy 04.12 Inclusive Education
 - 3) Indication that one or both parents are actively attending a Church
- ii. Information will be collected through a website portal and may include:
 - 1) Basic information on the family and the names and ages of their children

- 2) Contact information
- iii. Families who inquire may be invited to attend a tour or an open house at the specific campus.

Stage 2: Application & Stage 3: Admissions

- iv. Applications will be dated when they are received by the Admissions Coordinator.
 - 1) Applications will be reviewed and requests for missing or incomplete information will be sent by email.
 - a) Requested information must be provided within 10 business days from the date the request is made.
 - b) Failure to respond to an information request will result in an application being placed on hold.
- v. The Application package shall include, but is not limited to:
 - 1) Applicant details including:
 - a) Information for each child requesting enrollment:
 - i) Full name
 - ii) Address
 - iii) Proof of Canadian citizenship or status in Canada
 - iv) Birth date and a copy of his/her birth certificate
 - b) Student Evaluation and Assessment form
 - i) Immunization record
 - ii) Most recent report card for Grade 1 – 12 applicants and progress report for Kindergarten applicants
 - iii) If applicable, copy (or copies) of the Individual Education Plans, Student Learning Plans and supporting document such as:
 - Psycho-educational assessment
 - Medical documentation
 - Occupational therapy reports
 - Speech-Language Reports
 - 2) Family details including:
 - a) Full name of each parent

- b) Address of each parent
 - i) Parent/Guardian Residency form and proof of Canadian citizenship or status in Canada of either or both parents
- 3) An acknowledgement form from both Christian parents, or from one parent when the application is from a family with only parent who is a Christian, of their commitment to their Faith.
- 4) Church Affiliation (Pastoral Reference);
- 5) Acknowledgement that they have read and understand the mission, vision, values of the school, including the Statement of Faith and Standards of Community Conduct. and
- 6) Admissions processing fee, tuition rates and payment schedule (included for information only).
- vi. If a formal assessment of an individual student applicant is required by the administration, this assessment must be completed before an application can proceed. All associated costs are the responsibility of the family.
- vii. New family interviews will be scheduled after returning family enrollment has been confirmed. Admission applications who meet all requirements will be contacted to schedule an interview.
 - 1) Students entering Grades 6 – 12 are required to attend the interview. At the request of the Principal, students in Kindergarten through Grade 5 may be invited to participate in the interview. If invited, their attendance is required.
 - 2) Younger siblings shall not attend.
- viii. If it is determined that the family will be offered enrollment, they will move to Stage 3 in the admission process.
- ix. If it is determined that the family cannot be accommodated a decision letter will be sent within 10 business days of the interview having been held.

Stage 4 - Enrollment

- x. Families who are offered enrollment must return all required forms to the Admissions Coordinator within 5 business days or the offer may be revoked. Required forms shall include, but are not limited to:
 - 1) Shared Commitment Agreement
 - 2) Non-refundable Tuition Deposit; and
 - 3) Parent Participation Fee.

- xi. Returning families who continue to meet the “Basic Requirements” shall apply for enrollment annually on or before a date set by the Administration.
- xii. The enrollment process shall include but is not limited to:
 - 1) Enrollment for Current Families form
 - 2) Tuition Deposit (non-refundable)
 - 3) Parent Participation Fee; and
 - 4) Church Affiliation (Pastoral Reference) form.
 - a) A request for missing or incomplete information may be made and must be responded to within 10 business days. Failing to meet deadlines will put a family’s enrollment and student placement at risk.

4. RICHMOND CHRISTIAN EARLY LEARNING (PRESCHOOL)

- a. Applications for admission and enrollment to Richmond Christian Early Learning Program shall follow the RCS admission and enrollment process. Additional admission documents shall include but are not limited to:
 - i. Child Evaluation for each Early Learning applicant.
- b. Families who have children enrolled in Richmond Christian Early Learning Program and are applying to Kindergarten at RCS will complete the enrollment process as returning families, provided they continue to meet all admission requirements and the school is able to accommodate the needs of the student applicant.

5. FOSTER CHILD

- a. A foster family may apply for admission for their foster child. If enrollment is offered but the child’s household changes, the new foster family must re-apply for admission in order to secure the enrollment and placement of the student in the following year, provided all Basic Requirements are met.
 - i. An existing RCS student changing to a new foster family will be prioritized for enrollment
 - ii. The foster family is responsible for all tuition and fees.

6. STUDENT APPLICATION ADMISSION

- a. A student entering grade 10, 11 or 12 may apply for admission and enrollment independent of their parent or guardian if they meet the Basic Requirements and:

- i. is a professing Christian
 - ii. is a practicing and professing Christian
 - 1) has the support and written permission from either or both of his/her parents to pursue a Christ-centered education at RCS
 - iii. have either or both parents attend during the personal interview; and
 - iv. have either or both parents complete a Commitment Agreement.
- b. Tuition and fees must be remitted as per Policy 06.03 RCS TUITION POLICY
 - c. The applicant's parents will not qualify for membership in the Society.