

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

**Admissions Policy 2017**  
(Revised January 10, 2017)

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 (**non-refundable**)
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 10<sup>th</sup> cut-off-date (by U.S. Postmark). Students may also apply and be admitted after April 10<sup>th</sup>, subject to availability.

Admission will begin on April 15<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 15<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 15<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 Admissions letter will be mailed by the end of April informing parents if their child has been accepted.

## **ADMISSION:**

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

1. All three/four-year-old preschool children **must be completely potty trained**. This includes no pull-ups.
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 **16** 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.
6. **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 issued for voluntary withdrawal by a parent. **No tuition payment refunds will be made for any reason including voluntary withdrawal from the school, no exceptions.**

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

If, after the probationary period, the child has continued to experience adjustment problems, the EDS Board will withdraw the child from the program. Parents will be apprised of a **potential** withdrawal **prior** to the end of the probationary period at which time a parent/teacher conference may be held.

## **SUMMARY:**

1. Apply for a class by completing the Registration Form and mailing it (with your supply fee and proof of child's medical insurance coverage) to the Day School Treasurer.
2. Admissions begin on April 15<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.