



## FFCS ADMISSIONS POLICY 2018-2019

1919 SW 25th Avenue • Battle Ground, WA 98604 • Phone: 360/687-8382 • Fax: 360/687-8799 • [www.ffcs.org](http://www.ffcs.org)

1. The parents/guardians must agree in writing to:
  - a. support the Statement of Faith and agree to have their children educated in accordance with the Statement.
  - b. support the Discipline Policy for Firm Foundation Christian School.
  - c. abide by the rules, policies and procedures contained in the student handbooks; this includes, but is not limited to the FFCS Parent/School Covenants and the Sexual Morality/Sexual Conduct Policy.
  - d. meet all tuition and other financial obligations.
2. Prospective preschool students must be 3 years old by September 1st of their entering year for the 3/4 year old class, or 4 years old by September 1st of their entering year for the 4/5 year old class.
3. Prospective kindergarten students must be 5 years old by September 1st of their entering year.
4. Prospective students and parents/guardians may be interviewed by the school administrator and guidance counselor (required for middle school and high school students).
5. Provided the enrollment packets are completed and returned by the appropriate date, Firm Foundation Christian School's priority for enrollment is as follows:
  - a. Students who are currently enrolled have priority placement for the following year's enrollment, and have the opportunity to enroll prior to open enrollment.
  - b. Siblings of currently enrolled students and students of teachers and staff at FFCS have second priority prior to open enrollment as long as the class does not exceed capacity.
  - c. Students of parents who are members of the Apostolic Lutheran Church have third priority prior to open enrollment as long as the class does not exceed capacity.
  - d. Once open enrollment begins on March 1st, all students will be enrolled on a first-come, first-served basis.
6. Grade placement for newly enrolled students is only temporary at the time of enrollment. Grade placements are not finalized until enrollment testing is completed (and meeting with administration for middle school/high school students).
7. Firm Foundation Christian School is not equipped to enroll students who require help from specially trained personnel or those who have a record of serious discipline or psychological problems.
8. Firm Foundation Christian School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
9. All completed enrollment forms must accompany the registration fee before the application can be processed.

(School Board Approved: January, 2008; revised August 2015 and January 2017)



# FFCS ENROLLMENT PROCEDURES

2018-2019

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- A. Complete the entire enrollment packet, which includes:
1. Family Checklist (one per family)
  2. Tuition Payment Form (one per family)
  3. Tuition Calculation Form (one per family)
  4. Volunteer Service Guidelines (one per family for K-12th grades)
  5. Volunteer Service Preferences Form (one per family for K-12th grades)
  6. Background Check Form (one per volunteer)
  7. Student Records Request Form (one for each prospective student grades 1st—12th)
  8. Registration Form (one per family)
  9. Student Information Form (one for each prospective student)
  10. Certificate of Immunization Status (one for each prospective student, information from doctor's records to be transferred by the parent/guardian to the form)
  11. Statement of Faith (one per family)
  12. Discipline Policy Form (one per family)
  13. Copy of Birth Certificate (one for each prospective student)
- B. Submit the entire enrollment packet with the non-refundable registration fee to the office in Building B. Families choosing a monthly payment plan will be emailed a link and special code to set up automatic payments in the FACTS payment system. **Enrollment is not complete until this is set up.**
- C. Until entrance testing is successfully completed, all grade placements are temporary. Entrance testing may be waived for applicants who can supply the most recent SAT/CAT, Iowa Basics test results, or other accepted standardized test.
- D. Elementary: An interview may be scheduled with the applicant and at least one parent/guardian.  
Middle School/High School: An interview will be scheduled for all new 6th-12th grade students/families with the principal and guidance counselor and at least one parent/guardian.
- E. Additional procedures for high school only:
1. Transcript Evaluation
  2. Entrance Essay
  3. Parent/Guardian will be notified of final acceptance

Entrance testing for kindergarten is generally conducted at the beginning of the summer. The kindergarten teacher will contact parents to set up the date and time. Kindergarten testing usually takes approximately one hour. First grade testing is generally conducted during the summer. The first grade teacher will contact parents to set up the date and time. First grade testing usually takes approximately twenty minutes. Testing for grades two and above generally takes one to one and a half hours and begins in June. The school will contact parents to set up a testing time.