



1st - 5th Grades 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.

Due to high demand for placement and high re-enrollment rates at Covenant Day School, students may be placed on a waiting list. Placement of students in grades 1-12 on the waiting list is based on the date of the application and priority status. Placement on the waiting list does not constitute acceptance.

Students will be selected through a process that includes a review of teacher recommendations, admissions assessments, and a successful parent/guardian interview with the head of school or the principal. If initial testing does not provide a clear assessment of the student's ability to be successful at Covenant Day, the school may require additional testing. 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.

Special Needs Students:

It is our policy to admit students with a broad range of ability level. However, to ensure our ability to adequately meet the needs of all our students, including those with learning disabilities or other special needs, the number of such students that will be admitted is limited. Enrollment is contingent on an opening for a special needs student, a review of previous school performance, teacher recommendations, admissions testing, other specialized testing as deemed appropriate by the administration and/or the Director of Academic Resources, and a successful parent/guardian interview with the head of school or a school principal. Admission to Covenant Day School is at the sole discretion of the school's administration.

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 704-708-6127 to schedule a private tour or classroom visit.

Application Procedure:

- ◆ The application process begins with the completion and submission, along with the **non-refundable** application fee, of the Application for Admission, found in this packet. **The application fee for Grades 1-12 is \$150.**

November 1-14 Priority registration	Registration of members of Christ Covenant and siblings of current CDS students
Beginning November 15 (or the 1 st business day after the 15 th)	Open Registration

Christ Covenant members and CDS siblings who apply after November 14th have no priority.

- ◆ The Admissions Office will contact ABC Tutoring and Educational Services to schedule testing. Testing of students in grades 1-5 takes place when enrollment is imminent. Testing results will be mailed home.
- ◆ Teacher recommendations and student's records are received from the previous school. **These must be mailed or faxed directly from the school to the admissions office.**
- ◆ Pastor's recommendation received. **These must be mailed or faxed directly from the pastor to the admissions office.**
- ◆ All supporting documentation must be received by Feb. 1st to be considered in the first round of acceptance in early March.
- ◆ A parent interview with the head of school or the lower school principal is scheduled.
- ◆ In order to secure a position, parents must turn in tuition paperwork and the first month's tuition within seven (7) days after notification of acceptance.
- ◆ Covenant Day School accepts applications throughout the school year and fills openings in the classrooms as they become available.

Rollover policy

Waitlisted students will be rolled over to the next grade level and do not need to reapply.

Please feel free to call the Admissions Office at 704-708-6127 for more information or if we can be of any assistance. Thank you again for your interest in Covenant Day School.

2011-12 Tuition Information

Grade	Christ Covenant Member	Non-Member
TK*	\$4,690	\$5,490
K	\$5,690	\$6,490
EK** to 5	\$7,790	\$8,590
6 to 8	\$9,390	\$10,190
9 to 12	\$11,390	\$11,390

*Transitional Kindergarten

**Extended Kindergarten

1. Payment Terms

- A non-refundable deposit of 10% of annual tuition is due at enrollment or reenrollment. To calculate the enrollment deposit, please use the Reenrollment/Enrollment Deposit Calculator on the CDS website. For rising Seniors, a \$150 non-refundable graduation fee is due along with the deposit. The deadline for reenrollment is February 17, 2011.
- Annual tuition is due in full by April 1, 2011, but CDS does offer two payment plans.
 - **Automatic Bank Draft** – For those who agree to have their bank account drafted, 10% of the total annual tuition will be drafted on the 17th day of each month, beginning in May 2011 and continuing through January 2012 (for a total of 9 drafts). If the 17th falls on a weekend or holiday, then the draft will occur on the next business day. Tuition payments made under this payment plan are non-refundable. Student withdrawals must be completed by the 10th of the month to avoid being drafted in the month of the withdrawal.
 - **Prepayment** – Those who pay the full balance of tuition owed by April 1, 2011, will receive a 2% discount. Tuition refunds for withdrawing prepaid students will be given with respect to remaining months as if drafted as stated above. Student withdrawals must be completed by the 10th of the month in order for the student to be credited for the month of the withdrawal.
- A returned item fee of \$35 will be charged to accounts with insufficient funds to draft.

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 \$150 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-12, 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 enrollment/ reenrollment 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, 2011, and September 10, 2011, 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 by February 17, 2011.

7. Non-Payment

- Student reenrollment, 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.



GRADES 1-5 STUDENT APPLICATION FOR ADMISSION

OFFICE USE ONLY						
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

1/3/11

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 \$150 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

If divorced, with whom does student live? _____

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

STUDENT ACADEMIC HISTORY

List previous schools 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

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 evaluations 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. _____

Does your child receive accommodations or modifications in the classroom? _____ If so, please list: _____

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



Grades 1-5 Teacher Survey

Student Name: _____ Current grade level: _____

Teacher: The child named above is a candidate for admission to Covenant Day School. We would appreciate your candid evaluation on both front and back of this survey form. 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. **Please return this Information Form directly to the Admission Office** within the date range above. Thank you for your help and cooperation.

Explanation of Continuum

S = Superior E – Excellent G = Good F = Fair P = Poor

1. Please rate this applicant on the following characteristics, if applicable:

ACADEMICS	S	E	G	F	P
Reading Comprehension					
Writing Mechanics (grammar, spelling, punctuation, etc.)					
Mathematics					
Exhibits intellectual curiosity					
Academic Achievement					
Academic Promise					
SOCIAL AND WORK HABITS					
Is organized					
Exhibits strong work ethic					
Is cooperative with teachers and other adults					
Completes homework assignments on time					
Maintains focus and attention					
Is able to work independently					
Follows directions					
Is a positive influence on peers					
BEHAVIOR/EMOTIONAL MATURITY					
Obeys promptly without arguing					
Is emotionally mature for his/her age					
Models good conduct					
Is honest					
Is able to work in a group					
Will be successful in a rigorous academic program					
SPIRITUAL DEVELOPMENT (for applicants from a Christian school only)					
Spiritual maturity					
Bible knowledge					
Applies faith in daily living					

(Please see other side)

2. What are the child's:

Strengths: _____

Weaknesses: _____

Special Needs: _____

Does this student receive accommodations or modifications in the classroom? _____ If so, please list:

3. Please write some words (adjectives, phrases) that come to mind as you think about this student:

4. What is your recommended placement for next year: ___K ___1 ___2 ___3 ___4 ___5 ___6

5. Have you shared this recommendation with the parents? _____

6. I recommend this applicant: Enthusiastically Confidently With reservation Do not recommend

7. Additional comments: _____

Name of teacher completing this form (*please print*) _____

Teacher signature: _____

Name of your school: _____

School Address: _____

City: _____ State _____ Zip _____

School Phone: _____ May we contact you? _____

Today's Date: _____

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



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



TRANSCRIPT RELEASE FORM

Parent or Guardian please complete this form and **MAIL TO THE PRESENT OR LAST SCHOOL** in which your child has been enrolled. **DO NOT RETURN THIS FORM TO COVENANT DAY.**

Present or last school: _____

School Name

Street Address

City, State and Zip

Permission is hereby granted for a complete transcript showing all former and current grades, IQ and Achievement Test scores, psychological evaluations (if any) health records and other pertinent information from the student's permanent record to be released to:

Covenant Day School
800 Fullwood Lane
Matthews, NC 28105

This information, once received by Covenant Day School, will be used by school personnel only for the purpose of identifying educational needs and providing services necessary for the above named student.

Student's Name _____

Current Grade _____

Thank you for your cooperation.

Date _____

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

Covenant Day School • 800 Fullwood Lane • Matthews, NC 28105 • 704-847-2385 • Fax 704-708-6137

E-mail: cdsadmissions@covenantday.net • www.covenantday.org