

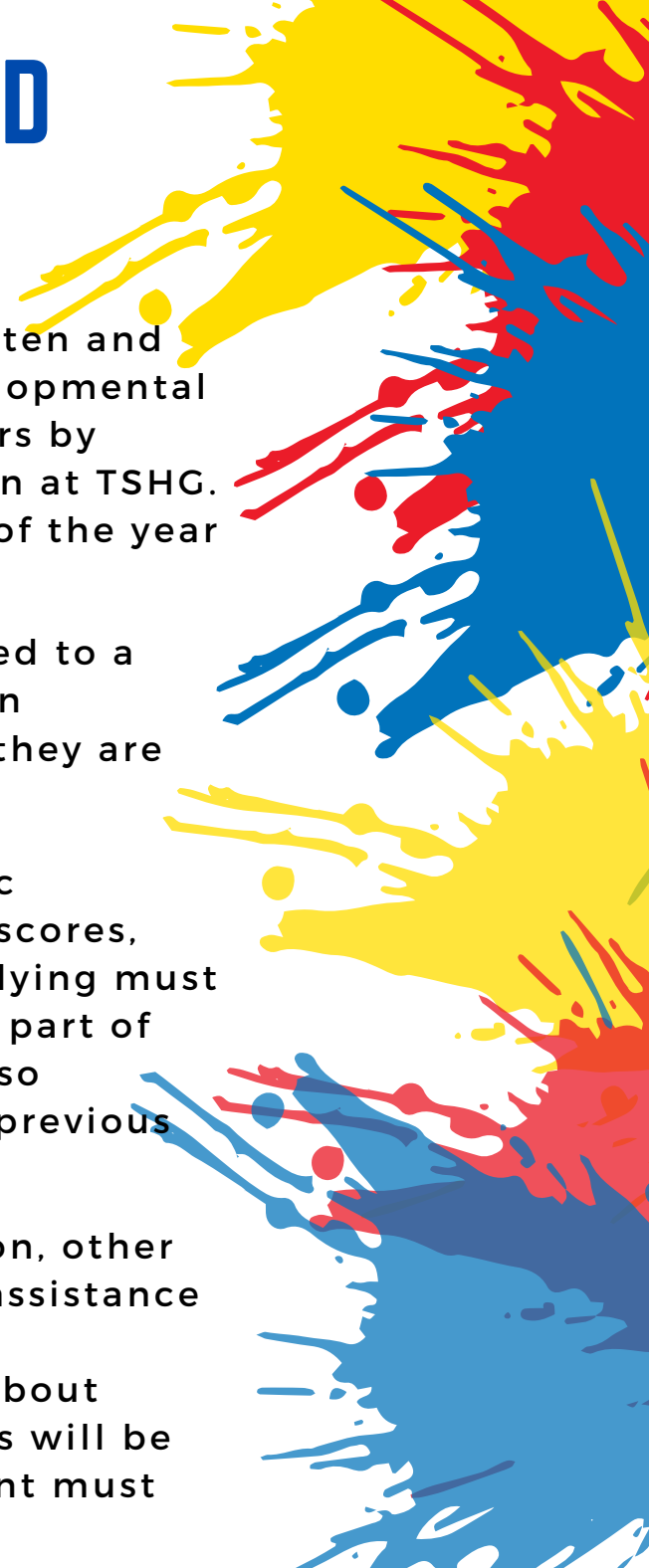
ADMISSION PROCEDURES AND GUIDELINES (PAGE 1)

- ▶ Both parent(s) or guardian(s) whose names appear on the Enrollment Contract must agree to have their child(ren) taught in accordance with the full Statement of Faith (policy 3.5, including the affirmations on the Sanctity of Life, Marriage, Gender, and Sexuality.)
- ▶ Parents/ Guardians must understand the school's commitment to parental responsibility for their child's education. TSHG exists to assist parents in the godly training of their children, not to take over responsibility for the education of their children. Both parents/ guardians must understand and be in agreement with the educational Mission, Foundational Commitments, Approach, and Goals of TSHG. Both parents/guardians must agree to collaborate with the teachers in being engaged in and responsible for the home-based academic work assigned to their students.
- ▶ Both parents/guardians must read the Parent/Student Handbook prior to completing an application for admissions.
- ▶ The parents/guardians must be committed to cooperating with the policies of the school. This is most important in the areas of discipline and schoolwork.



ADMISSION PROCEDURES AND GUIDELINES (PAGE 2)

- All children applying for admission to Pre-Kindergarten and Kindergarten must demonstrate academic and developmental readiness. A child must reach the age of four (4) years by August 1st of the year he/she enters Pre-Kindergarten at TSHG. A child must attain the age of five (5) by August 1st of the year in which he/ she enters kindergarten at TSHG.
- Children entering subsequent grades will be admitted to a grade based on having performed satisfactorily on an Admissions Assessment Test for the grade to which they are applying.
- For applicants entering 1st grade or above: Academic portfolios, copies of standardized achievement test scores, and recent report cards for each student that is applying must be submitted with the application for admission. As part of the application process and evaluation, TSHG will also examine the student's records and transcripts from previous schools attended.
- Upon receipt of the completed Admission Application, other required documents, and application fee (financial assistance application if applicable), a family interview will be scheduled. At the interview, the family's questions about TSHG will be answered and the school's expectations will be clarified. Each parent/ guardian and enrolling student must participate in the family interview.



ADMISSION PROCEDURES AND GUIDELINES (PAGE 3)

- New students will be assessed in Reading, Writing, Math, and Grammar to determine their academic readiness for the program at TSHG. Assessment results and prior records will be used to determine the suitability of TSHG's program for the student's needs. Students who perform below the standards for entrance into a particular grade level may be recommended for placement in a lower grade. New students, particularly older students, will also be evaluated for Christian character, academic motivation, love of learning, and desire to attend TSHG.
- The school will contact the parents with the decision regarding acceptance. If accepted, the family will receive a letter of acceptance. The school will also notify parents/guardians with respect to decisions regarding any requests for financial assistance.
- The Admissions paperwork must be signed and returned to the school with the Enrollment deposit (one-tenth of the total tuition obligation for the family). An enrollment contract will provide a record of the agreement between parents or legal guardian(s) and TSHG and specify the duties and responsibilities of each party pertaining to the admission of the family's children to TSHG. All financial arrangements between the family and the school must be clearly understood before the admissions process is considered final.



ADMISSION PROCEDURES AND GUIDELINES (PAGE 4)

Each parent/guardian will read and sign the Parent Contract. The original will be retained in the student's permanent file and a copy will be provided to the parent(s)/ guardian(s). This Parent Contract is to be completed before the student starts classes at TSHG.

- Parents are required to attend the annual parent orientation meeting held at the beginning of the new school year. After acceptance to TSHG, parents will be required to submit emergency contact information and other pertinent documents prior to the first day of school.
- The child should understand that his parents have delegated their authority to TSHG while the child is in school. He/ She is therefore subject to the instruction and discipline of the teachers and staff while in school.

