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## Preschool Admissions Policy

1. Abbotsford Christian School (ACS) will receive applications for admissions up to one year in advance of the start of the school year.
2. Class capacity at ACS Preschool is a total of 80 seats per year:
  - 2-year program starting at 3 years of age: seats available for 20 *new* students per year
  - 2-year program *continuing* at 4 years of age: seats designated for 20 *re-enrolled* students
  - 1-year program *starting* at 4 years of age: seats available for 40 *new* students per year.
3. Children must be completely toilet trained and not need pull-ups or bottles.
4. Families will not be considered for admission nor be placed on the Admission Waitlist until their application is complete and date stamped by the Elementary School Administrative Assistant. Applications may be submitted to the ACS elementary campus office.
5. For the 3-year-old program, students must have reached three (3) years of age by August 31. For the 4-year-old program, students must have reached four (4) years of age by December 31. Government funding regulation requires that parents supply the school with proof of age (Birth Certificate).
6. Parents must submit a non-refundable \$45 application fee per student.
7. Re-enrollment forms (for 4-year-old program) will be sent to current ACS Preschool families each year. Parents must indicate a commitment for continued enrollment by the stated deadline each year or risk losing their child's placement the following year.
8. Families who aren't accepted for the 3-year-old program are responsible to contact the school for a new application for the 4-year-old program.
9. Reasons ACS may not be able to accept the student include, but are not limited to:
  - Admission requirements not met
  - Classes are full (see Preschool Admissions Waitlist Guidelines - below)
  - Inability of ACS to meet child's overall needs
10. The Preschool Director is responsible for placing the student in the appropriate class.
11. Students whose parents are not legal residents are charged additional tuition fees as BC Preschools do not receive government grants for such students. Please contact the Elementary School Administration Assistant for more information.

**Please note:** Application for ACS Kindergarten is a separate process. Please see the admission page on our website for details ([abbotsfordchristian.com/admissions](http://abbotsfordchristian.com/admissions)).

July 2, 2018