

# PROCEDURE GUIDELINES

## ADMISSION REQUIREMENTS

*Lighthouse Christian School* admits students of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available by this ministry. It does not discriminate on the basis of race, color, and national ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

Students are accepted at *Lighthouse Christian School* on the basis of an interview with each family and the administration. All prospective students must be present during the interview. Parents and student must read this handbook thoroughly. A student who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school.

Parents must submit an application accompanied by registration fee and previous report card. Students must also submit a pastoral recommendation form from their current pastor. It is our belief, here at Lighthouse, that for us to truly reach our objectives of Christian education, students should be faithful members of a local church.

At least one parent must attend the Parent Orientation. Students are accepted on a 60-day probation period. It is not the policy of Lighthouse Christian School to accept students who have been dismissed from another school.

Final acceptance is based on the interview, testing results, and response from the Administrative Staff.

An official Certificate of Ear, Eye and Dental must be completed and submitted to the school office. All students must have a current immunization record on file. In instances where a student needs medical attention, the principal will call the parent or family doctor (in that order).

Parents will submit transcripts of the student's previous school experiences. If transcripts are unavailable, parents will sign a release for the transcripts.

The age requirements for pre-school, kindergarten, and first grade admission are as follows:

1. Pre-school (K-3) – 3 years old by September 1 of that school year.
2. Pre-school (K-4) – 4 years old by September 1 of that school year.
3. Kindergarten – 5 years old by September 1 of that school year.
4. First Grade – 6 years by September 1 of that school year.

## BUSINESS PROCEDURES

1. The yearly tuition amount may be divided into monthly payments.
2. The monthly statement includes all charges incurred that month.
3. Checks should be made payable to Lighthouse Christian School.
4. Payments are due on the first, and are subject to a \$50 late fee when not received in the Business Office on or before the tenth of the month.
5. There is a \$50 late fee added to the bill each month when satisfactory arrangement has not been made ahead of time.
6. The Business Office is open Monday-Friday, 8 a.m.- 5 p.m. and is only closed for legal holidays.
7. No deduction is made from tuition payments for a student's absences.
8. A student may be prohibited from attending class if the account is delinquent.
9. Please feel free to contact the Business Office if you have any questions or need to make special arrangements: (School Phone 244-8436).