



## **PROCEDURE FOR ADMISSION**

1. **Schedule a tour** with the LCA office at 573-374-1500

2. **Complete the application**

*The following must accompany the application by mail or drop off at academy:*

*1. Non-refundable application fee of \$10 (applications submitted without this fee will not be processed)*

*2. Signed Standard of Conduct page*

*3. Copies of previous homeschool or school records including all educational and diagnostic testing, standardized testing, report cards and/or transcripts (does not apply to K4 or K5)*

OR

*\*Signed Release of Records (for students entering 1<sup>st</sup> grade or higher)*

3. **Parent/Guardian interview**

*You will be contacted by administration to set up a family interview. The interview is with both parents/guardians and this will be the time to answer any questions you may have, determine the academy's ability to meet the needs of your student, and assess philosophical compatibility.*

4. **Entrance exam or assessment**

*An entrance exam or assessment is used to determine how the student will integrate into the Abeka curriculum. There will be a non-refundable exam fee due upon testing. Because Abeka is faster paced than many curriculums, we want to ensure your student is placed in the correct grade level prior to acceptance. If your student tests below grade level, we will recommend that he or she repeat their current grade for the next academy year.*

5. **Acceptance**

*Acceptance or non-acceptance will be communicated to all families in writing through email.*

6. **Enrollment and Resource fee**

*If acceptance is granted, the annual enrollment fee of \$100 and annual resource fee of \$375-\$425 (fee is calculated based on grade level) is collected before August 1<sup>st</sup> for the upcoming school year. Payments are now being accepted. (fees are non-refundable).*

7. **Tuition and fees**

*Tuition may be paid in full for the upcoming academic year or automatic payments may be set up through your bank for the 1<sup>st</sup> of the month. If monthly personal check or cash payment methods are desired, the tuition is due on the 1<sup>st</sup>, but no later than the 5<sup>th</sup> of every month in the designated tuition box in the lobby. Late fees will be assessed if tuition is late. There are no late fee exceptions.*

8. **Orientation**

*New Parent Orientation is scheduled with new families as well as the mandatory main orientation in August of every upcoming academy year.*

# **Admissions information**

## **Mission**

The mission of Lake Christian Academy is equally to partner with parents to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life. This partnership requires:

\*Students whose academic records demonstrate proven capabilities to succeed at LCA. We require that students are performing on grade level with passing grades.

\*Students whose records show a behavioral history that does not reflect the behavioral expectations of LCA should not apply until they have completed a successful year in another academic setting.

## **Admissions testing:**

Student records will be carefully evaluated during the application process. The following testing is required for entrance into LCA:

\*Preschool (K4)-1<sup>st</sup> grade applicants: Developmental assessment administered individually

\*2<sup>nd</sup> grade and above: IOWA test administered individually or in small groups

## **Application timeline:**

\*Applications are accepted until July 15<sup>th</sup> for the upcoming academy year.

\*Testing occurs between April 15<sup>th</sup> and July 31<sup>st</sup>

\*Interviews are scheduled when all required applications materials are received and reviewed

\*Current LCA families will be given the opportunity for Early Bird re-enrollment beginning March 1<sup>st</sup> and then March 15<sup>th</sup> opens regular re-enrollment. Un-enrolled siblings are given first priority in the enrollment process. Open enrollment will begin April 1<sup>st</sup> of the current academy year.

\*Even if classes are full, you are still encouraged to apply and complete the entrance exam/assessment to determine placement. This will determine the grade level that is suitable for the student.

\*Your student must be 4 years old by June 1<sup>st</sup> in order to be eligible to apply for Preschool K4. Students must be 5 years old by June 1<sup>st</sup> in order to apply for Kindergarten (K5)

## **Visiting the academy:**

- Tours are **required** prior to applying to LCA.
- Tours are scheduled throughout the year to ensure any prospective family has the opportunity to visit. Please call the academy office to schedule a tour or student visit at 573-374-1500

## **School days & hours:**

Instructional time is between 8:00 a.m.-3:00 p.m. Tuesdays- Fridays. Drop off should be no later than 7:50 a.m. to ensure your student is prepared for instruction promptly at 8:00 a.m. Pickup should be no later than 3:00 p.m. unless other arrangements have been approved through both the teacher and administrator.

## **Bus route:**

Our daily bus route picks up from and drops off in the back parking lot of Potter's House in Camdenton. The bus leaves from Potter's House at 7:25 a.m. and returns at 3:35-3:45 p.m. Potter's House address is: 2073 South Business Route 5 Camdenton, MO. Potter's House is not affiliated with Lake Christian Academy, rather they allow us a safe pick up and drop off facility. Please do not call Potter's House for any school or bus related inquiries. The bus fee is \$65 per child per month to reserve a seat.