



KELOWNA CHRISTIAN SCHOOL

Kelowna Christian School practices a Continuous Enrollment process for student admissions.

Despite our best efforts in the past to make the school's annual re-enrollment process as user-friendly as possible, the exercise continued to be both paper-intensive and inconvenient for the majority of our loyal families. Feedback from parent surveys suggested a real need to streamline our enrollment process to reduce paperwork and make it more efficient. So we challenged ourselves to do better. We needed to make things significantly easier for KCS families and reward them for their loyalty. In response, Kelowna Christian School introduced a new and improved "Continuous Enrollment" admissions process.

CONTINUOUS ENROLLMENT FAQs

What is Re-Enrollment?

Re-enrollment is an annual data collection process schools use to update enrollment records of the current student body. This important information is used to make plans for the following school year. Basically, the simple question schools need an answer to is: "Who is coming back to our school next year?" Our KCS leadership team needs to know with confidence how many students will be enrolled on the first day of each school year.

Why does Re-Enrollment matter? And why does KCS go through this process every year?

KCS invests a significant amount of time planning each year to ensure that we're well prepared to fulfill our mission to the fullest extent possible. Knowing with confidence that existing KCS families are committed to return the following year enables the school to make solid plans for staffing, programs, materials, curriculum and facility usage. We take the stewardship of tuition dollars entrusted to us every year very seriously. We strive to invest these tuition dollars wisely in order to deliver the very best education and experience possible for all students.

What is Continuous Enrollment and how is it different than the previous enrollment process?

In previous years the re-enrollment process had been an "Opt-IN" program. Annually we asked every family, "Are you coming back?". Since the large majority of our KCS families (on average over 90%) did commit to return the following school year, we introduced Continuous Enrollment to flip the re-enrollment process to an "Opt-OUT" process. In other words, once you complete and submit a Continuous Enrollment Contract, you'll never have to worry about re-enrolling again. Our new re-enrollment approach is "once enrolled, always enrolled".

Does Continuous Enrollment really mean "once enrolled, always enrolled"?

Yes, students in good standing are continually re-enrolled from year to year, until they graduate at Kelowna Christian School. However, there are a few important conditions.

With Continuous Enrollment, a student's annual re-enrollment is automatic and guaranteed unless the:

1. student fails to maintain the school's behavioural and academic standards;
2. family fails to pay school tuition & fees due and their school account remains delinquent;
3. family voluntarily chooses to leave Kelowna Christian School.

What is the school's "Enrollment Schedule" within the Continuous Enrollment process?

By the end of January each year, KCS will issue a school e-newsletter announcing the updated Tuition Pricing Schedule, enabling families to calculate their tuition fees for the new school year.

With Continuous Enrollment, existing families need to proactively contact the Admissions Office ONLY if:

1. the total number of children enrolled will change, either increasing or decreasing (excluding graduating students), or
2. the family will not be returning to KCS for the new school year (i.e. chooses to dis-enroll).

There are two deadlines for families to dis-enroll; that is, to "Opt-OUT" of Continuous Enrollment:

1. **By February 28th** – prior to collection of the annual Enrollment Fee on March 16th.
2. **By June 15th** – prior to the collection of 2018-2019 Tuition & Fees beginning July 1st.

If previous years are any indication, this means that more than 90% of existing KCS families will not have to respond!

Why is there an annual Enrollment Fee within Continuous Enrollment process?

The Enrollment Fee holds your student's place for the next school year and assists KCS in effectively planning for required staffing and curriculum. Furthermore, while Continuous Enrollment is more convenient and saves time for families, the real cost of the "behind the scenes" re-enrollment process and administration required won't change significantly for our school principals, admissions and accounting office staff.

What's the withdrawal penalty if I break the Continuous Enrollment contract?

KCS families that are continuously enrolled, but dis-enroll their student(s) after the specified date, are obligated to provide one (1) full calendar month's advance written notice and pay one month's tuition as a withdrawal penalty. While the penalty may seem steep, many schools require a semester or even a year of tuition once an enrolled student or family withdraws.

What do I get out of the Continuous Enrollment process? What's in it for me?

First - Simplicity. Families who have experienced Continuous Enrollment in other schools love the fact that they don't have to do anything if they are returning; not adding one more thing to their already busy schedules.

Second - Guaranteed placement for qualified students. With increasing enrollment, we are either at or near waitlists in many of our grades. Consequently, placement in next year's class is becoming an increasingly sought after spot. By opting into Continuous Enrollment, you'll be locking down that coveted seat for your child until graduation.

Still have questions about the Continuous Enrollment process?

Please contact:

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