



ADMISSION POLICIES AND PROCEDURES

TCS admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship policies, and athletic and other school administered policies/programs.

The following are the admission policies and procedures for TCS.

1. Application forms and agreements must be completed, signed and returned.
 - Priority enrollment for existing families begins March 1.
 - Open enrollment for families new to TCS begins March 15.
2. Applicants for grades K3-K5 must meet the following age requirements:
 - K3 – Must be 3 on or before September 1
 - K4 – Must be 4 on or before September 1
 - K5 – Must be 5 on or before September 1
 - K5 -- Must be developmentally prepared as per the Gesell Developmental Screen.
3. New applicants for grades K5-8th must submit the following copies:
 - Records including physical exam (Form #3040), certificate of immunization (HRS Form #680), copy of birth certificate and social security card.
 - Last two years of report cards
 - Standardized Test Scores (last two years)
 - Individual Education Plan (IEP) or 504 Accommodation Plan for ADD/ADHD, or any information regarding student participation in any Special Education Program (if applicable).
5. Call school office to schedule:
 - Pre-placement testing
 - Interview with Admission Team (academic and behavioral records will be reviewed at this time).
 - Upon completion of student/family interview, a Letter of Acceptance or notification of denied application will be received.
6. Registration is official upon acceptance by the Admissions Team, registration fee must be paid and the financial policy must be signed and returned.
7. Students transferring from other schools must have accounts paid from previous school and a transcript (grades) received before student acceptance is granted.

Reenrollment

To maintain enrollment status in all grades, students will be given the opportunity to reenroll each spring with notification of these dates to be given by the administration.