



2011-2012 Registration Procedure

Registration Process:

Before an application will be considered, the completed online application and non-refundable \$350 registration fee must be submitted to PCS. After completing the application, print the confirmation page and submit the confirmation page along with the registration fee to the school office.

Priority status will be given the week of Jan. 24th based on the following:

- 1st Priority** Currently enrolled students, siblings of returning currently enrolled students, Pinelake Preschool students and PCS employees' children. **Please note that you will lose your priority status if your application and registration fee are not turned into the PCS office during the week of Jan. 24th thru Jan. 28th.**
- 2nd Priority** Members of Pinelake Church. **Please note that you will lose your priority status if your application and registration fee are not turned into the PCS office during the week of Jan. 24th thru Jan. 28th.**

On March 1, the registration fee increases from \$350 to \$450.

Family Contracts:

After March 1, family contracts will be issued to parents of students who are accepted based on the priority status listed above. Contracts will be due back in the PCS office no later than **one** week from the postmark of the mailing.

No student will be placed on a class roll until all paperwork, including the signed contract, is returned.

Newly Enrolled Students:

Newly enrolled students will take an entrance exam. The exam time will be scheduled by our Director of Admissions. A \$35 testing fee and a copy of the most recent report card are due at the time the test is administered.

Should we determine that we are unable to offer an appropriate education for your child; any pre-paid fees will be refunded.

Applicant Pool:

Many factors are involved in the process of accepting students. To us, one of the most important factors is class size and makeup. Once a class has reached capacity based on the priorities listed above, qualified applicants will be placed in an applicant pool. When space becomes available, we will consider all applicants in the pool to determine which applicant(s) will be accepted. A number of factors will be considered: Class size, number of siblings, staff children, as well as the student's academic record and admission test scores.