

## Application Process – 2020-2021

Our application process is structured to encourage the best possible learning outcomes for your child. This means we fully assess all applications to ensure class composition is appropriate for every grade.

Your application must pass Step One, Two, and Three to be considered accepted. Once your application is accepted, you will be asked to complete Step Four. Upon completion of Step Four, your registration for the school year is confirmed.

**Feb. 3-7, 2020**

### **Step One – Apply**

- Submit your application and documents
- Submit the application fee (\$200 per family, non-refundable)
- MRCS will review your application for completeness

#### Criteria Reviewed

- Application is complete
- Pastor's letter received
- All fees collected
- MRCS has identified potential space in the class(es)

**Feb. 18-21, 2020**

#### Update on your Application

- MRCS will notify you by email to let you know the status of your application and confirm next steps

**Feb. 24 – Apr. 17, 2020**

### **Step Two – Placement Assessment (Kindergarten to Grade 12)**

- MRCS will schedule a placement assessment

#### Criteria Reviewed

- MRCS will confirm that we have capacity to provide any and all assistance required for your child(ren)
- MRCS will confirm that the class composition and size will be a beneficial learning environment for your child

### **Step Three – Interview (Kindergarten to Grade 12)**

- MRCS will schedule an interview with both parents and the Lead Principal

#### Criteria Reviewed

- MRCS will discuss Christian education to ensure an understanding of what this means, the school's mission, vision, your statement of faith and your church involvement

- Feb. 24 – Apr. 17, 2020** Update on your Application
- MRCS will notify you by email to let you know if your application has been accepted
  - For accepted applications, you will be invited to complete Step Four of the registration process

**Step Four – Confirmation of Enrolment**

- Submit your final paper work including Membership Application, Tuition Payment Agreement, etc. to the office

## Application Q&A

- Q: Do I need to line up early and submit my application before other families?  
A: No. Applications received during our intake period will be assessed individually.
- Q: What are some of the criteria MRCS looks for in new applications?  
A: We assess the application in the context of class size, class composition, the pastor's letter, church involvement and the family's commitment to Christian education.
- Q: When will I know if my child has been accepted into MRCS?  
A: We will review all applications carefully. Our goal is to inform parents by April 17, 2020.
- Q: Do you accept children that require an individual learning plan?  
A: Yes. Applications must be submitted between during the intake period with all supporting documentation.
- Q: Will you be accepting applications after February 7, 2020?  
A: Yes, but space is limited.
- Q: When do I submit my application fees?  
A: Step One requires an application fee (\$200 per family, non-refundable). Enrolled families who attend the mandatory New Parent Orientation will receive \$100.
- Q: What if there is no space for my child?  
A: We will invite selected applicants to join our wait pool for a maximum of 20 months.

The time line for families in the wait pool is as follows:

February 2020	MRCS will invite selected applicants to join our wait pool
January 2021	MRCS will confirm your desire to be considered for September 2021
February 2021	MRCS will notify you of your application status
October 2021	If you are not enrolled in MRCS, your application will expire
February 2022	To apply for September 2022, you must submit a new application

- Q: Who can I contact with questions?  
A: Please contact Verena Bergen at [v.bergen@mrscs.ca](mailto:v.bergen@mrscs.ca) or Yvonne Cramer at [y.cramer@mrscs.ca](mailto:y.cramer@mrscs.ca)