

NEW STUDENT ENROLLMENT INFORMATION

SCHOOL DESCRIPTION

Established by a group of parents in 1980, ECA is an inter-denominational, Pre-K-12, Christian, English-speaking school with more than twenty different missions represented. All graduates receive a high school diploma of international recognition. All Colombian students and foreigners who desire also work toward Colombian requirements to receive the bachiller académico diploma. We have been a member of the Association of Christian Schools International (ACSI) since the first year, and we have been accredited by ACSI since 1998. The school has been approved by the Colombian Secretaría de Educación with Resolución #1593 since May 30, 2003. ECA is an active member of OBED, a Colombian association of Christian schools and we also participate in ASOCOLDEP. School colors are navy blue and gray and the mascot is the bulldog.

ADMISSIONS POLICIES

To be admitted to ECA, every family must meet the following requirements:

1. At least one parent must agree to the ECA Doctrinal Statement and Family Agreement. The other parent must not be opposed to the standards and teachings of ECA. A pastoral recommendation must be submitted.
2. An enrollment application and financial requirements must be completed. Requested materials must be submitted, including recommendations, past school reports, pertinent test results, and a current physical examination.
3. No student or family will be discriminated against due to race or ethnic background.
4. A visit to the student's home may be made by the school psychologist.
5. Both parents must have a satisfactory interview with the Admissions Coordinator, Director and with a committee of the ECA School Board.
6. Parents need to give evidence that the student will benefit from the educational and other services offered by ECA.
7. To enter Pre-Kinder, a child must be 4 years old by September 1, and to enter Kindergarten, a child must be 5 by the same date.
8. Students must meet ECA's established English requirements.
9. Students must enter before the 3rd week of each semester, unless they bring transfer grades or have special permission from the administration.
10. All students are on academic and behavioral probation their first year.
11. Admissions Schedule: Admissions will be open from the first school day in January for the school year that starts in August until the end of February. The Group Admissions Informative Meeting dates are in September, November, January, and March. The school will publish on the webpage the availability of spaces in each grade level and the approximate number of families on the waiting list.

ADMISSIONS PROCEDURE

1. Attend the introductory informational meeting
2. Pay \$50.000 to receive the admissions packet
3. Turn in filled in packet with accompanying documents
4. If the application paperwork is approved to continue the process pay \$50.000 and then admission committee will schedule testing and interviews.
All applicants will be tested to determine readiness for a certain grade level. The goal is to measure math, English and Spanish level (reading and listening comprehension, writing, and speaking).
 - a. For students applying for 1st – 12th when school is in session, the school will normally schedule a visit to observe the student within the class where he/she will be placed. The ECA office will notify families of the exact date and time for testing.

- b. For students applying for pre-kindergarten, the school invites them to an introductory Pre-Kindergarten Day.
5. During the process, both parents have an interview with the admissions coordinator who will decide if another interview with the school director, administrators or Board representatives will be necessary. We recommend that the family reads or skims the school handbook that can be found on the school web page (www.eca.eu.co) before the interviews. If you can't find the handbook on line, please contact the school office.
 6. The school psychologist may visit homes during the admission process when the admission committee recommends it. For those cases, the family will need to pay an additional \$50.000 at ECA before the visit.
 7. The enrollment decision is made by the admissions committee.
 8. All officially accepted families must complete all the matriculation requirements before the student begins school. A family is not considered officially registered until ALL registration documents are received and fees are paid.
 9. All families must sign a contract with El Camino Academy. All financial obligations stated in the fee schedule must be paid in order to complete enrollment.

NOTE: If the family re-applies they must pay \$25.000. The ECA employees will have a discount of 50% for the admission process.

(Revised, December 2008)