



## 2019-2020 ENROLLMENT INFORMATION

ECS Students and Parents,

It has been our privilege to serve you for the first half of the 2018-2019 school year. Below, please see directions for the re-enrollment process. Please note that your on-line application will not be processed until the following three steps have been finalized: 1.) On-line re-enrollment has been completed. 2.) Application fee has been submitted. 3.) Financial agreement form has been signed and returned.

Please follow these steps for on-line re-enrollment (grades K2-12<sup>th</sup>):

1. Go to [www.ecscrusaders.com](http://www.ecscrusaders.com).
2. Look for Headmaster Online under Quick Links. Do not select the link for new students. You will then log into your Headmaster account.
3. **If you are enrolling a new student in the same family – please do NOT click on the new student link on our website. You will select enrollment and choose the new student option.**
4. Once logged in, please hover over the Enrollment tab and select the Re-enrollment option. You should see your child's name to select. After selecting your child(ren), please update your family's profile information under the My Profile tab (ex. change of address, phone, employment, etc.)
5. The next step is to sign the two page Financial Agreement form. We are providing a copy for each child in the family in your enrollment packet. Please ensure you sign for each individual child. This is also located on the school website under Forms < Admissions. Please select the 2019-2020 Financial Agreement Form. Please have both parents sign the second page if applicable.
6. If you do not have online access or a computer available to you, ECS will allow you to use a computer to complete the re-enrollment process.
7. Please submit payment by one of the following options: checks payable to Emmanuel Christian School, cash, or online payment through the school's website. All online payments will need to add an additional 4% to the total.

Additional important information:

1. The application fee is \$100 for each child if received in the office by **March 1<sup>st</sup>, 2019**.
2. The application fee becomes \$150 for each child **BEGINNING March 4, 2019**.
3. There will be a \$30 Security Enhancement Assessment per family due with the Application Fee.
4. Just a reminder that requests for your child(ren) to have a particular teacher are not guaranteed. Parents contract with the school for educational services; not with the teacher. (Final determination of student placement is governed by a committee consisting of teachers, school administration and office personnel.)

**Re-enrollment for 2019-20 begins on Monday, January 14**, for current ECS students, their siblings, and members of Emmanuel Baptist Church. (Accounts must be current to re-enroll.) Enrollment opens to our community on Friday, February 4. **Classes will be filled on a first-come, first-serve basis in the order that both completed applications and application fees are received.** Once a class has filled, all additional applicants will be placed on a waiting list.

Thank you for realizing that education is more than just knowledge and for choosing ECS to teach your child's mind, as well as, to train his/her heart.

Serving you and Him,  
ECS Administration & School Committee