



PALM BEACH CHRISTIAN ACADEMY

1101 South Flagler Drive • West Palm Beach, FL 33401 • 561 671 5795 • pbchristianacademy.com

K-8th Steps to Admissions

Palm Beach Christian Academy's administration has made the purposeful decision to become a classical Christian school. As families explore the possibility of sending their elementary age children to Palm Beach Christian Academy it is important for them to realize the commitment they are making in their child's education. Below are the necessary steps required before any new elementary student will be considered for admittance into Palm Beach Christian Academy's K-8th.

1. **Contact our admissions office to set up a tour of our elementary school.**
 - Please visit www.pbchristianacademy.org to view our Classical education program and email info@pbchristianacademy.org to set up a time to tour our facility.
2. **Complete our online admissions form.**
 - Email info@pbchristianacademy.org to obtain access to the online parent portal to complete registration.
 - Submit teacher recommendation form, most recent report card and standardized test scores to admissions office.
 - If student has a 504 plan or IEP please submit to admissions office for review.
3. **Pay for and bring student in for testing and shadow time.**
 - Students will be tested for 30-40 minutes.
 - While no specific score is required, testing allows our teachers to assess the student's likely success in our program.
4. **Come to a parent/guardian interview.**
 - All parents/guardians are required to meet with the Principal for a family interview.
 - Parent/guardian interviews allow for parents to hear the vision and mission of Palm Beach Christian Academy, ensure parental support in all areas, ensure the family faith aligns with PBCA's statement of faith, and allows the Principal to give a basic understanding of classical Christian education.
 - Parent/guardian interviews will be scheduled during student testing and shadow time.
 - The interview will be 1-1 ½ hours in length.
 - It is highly recommended both parent/guardians be present at the interview. On the rare occasion this is not possible, it is understood that the parent/guardian attending the interview will communicate all necessary information to the parent/guardian who is unable to attend.
5. **Submit all necessary documents to complete student file and finalize fees.**
 - Once the parent/guardian interview is complete the parent/guardian will receive an email within 3-5 business days stating if the student has been accepted into Palm Beach Christian Academy's classical Christian program.
 - Should the student be accepted a list of necessary forms will be requested to finalize their file before they can attend their first day of school. Forms include but are not limited to a copy of the child's birth certificate, physical and immunization forms, copy of parent/guardian photo ID's, etc.
 - Our admissions office will include all fees that are due in the acceptance email. A date when fees are due will be given, failure to pay fees on time can forfeit your child's spot in our K-8th program.
6. **Order uniforms.**
 - Students are expected to be in proper uniform starting on their first day of school. Parents/guardians are expected to order uniforms in a timely fashion to ensure their child is in proper uniform starting on their first day.
 - Please visit our school's website for the link to our uniform store.
 - At Palm Beach Christian Academy our students are required to follow our uniform policy as written except for special occasions.
 - Special occasion dress codes will be communicated by your child's teacher.