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* Business office is located at the Hefner Pointe Campus

KING'S GATE CHRISTIAN SCHOOL ADMISSIONS PROCESS

1. PROVIDE APPLICATION DOCUMENTS -All the following must accompany your application:

- Completed application (includes enrollment contract)
- Application fee of \$50.00 per student
- Copy of the birth certificate
- Copy of immunization records
- Case History Form

FOR STUDENTS ENTERING KINDERGARTEN AND HIGHER - Please submit the following documents:

- Home School Transcript form (if applicable)
- School records including educational/diagnostic/standardized testing, transcripts and report cards from the last two years
- If applicable, current reports from all therapists and specialists providing support. Reports should include diagnosis, treatment plans and goals (ABA, speech, OT, reading specialist, etc.)
- Recommendation forms: to be mailed, faxed, or delivered to the school by the appropriate teachers and principal.
- Student Record Release Authorization form

2. EDUCATIONAL and DEVELOPMENTAL EVALUATIONS (For Kindergarten and Up only)

After receiving the above requirements, an assessment/evaluation appointment time will be set.

3. SHADOW VISIT (For Kindergarten and Up only)

Student has visited King's Gate for a sufficient number of school days to show that the dynamics of the established King's Gate environment is maintained and supports the student's needs

4. SHADOW VISIT RECAP (For Kindergarten and Up only)

An interview appointment is made with the parent(s)/child and King's Gate personnel. This interview is a time to review the assessment information, answer questions you might have, determine the school's ability to meet the needs of your student, and assess philosophical compatibility.

5. ACCEPTANCE

Acceptance or non-acceptance for Kindergarten and Up students will be communicated to all families in writing. For Preschool students, enrollment acceptance is on a first come first serve basis upon review of student needs and developmental screening when applicable.

6. DEADLINES

Spaces are offered to new students as they become available. If your child has been accepted and space is available, a copy of the signed enrollment contract along with a payment preference form (ACH or Credit Card) will be sent and you will be given a deadline to respond.

7. PAYMENT OF TUITION AND FEES

After March 1st, the enrollment fee increases to \$300 for current families and to \$350 for new families. Tuition may be paid in full to the school or automatic payments may be set up. Please indicate your payment preference on the form that accompanies the contract.

8. TUITION ASSISTANCE

Details available under the Admission tab of our website.

It is our Mission to take the love of Jesus Christ to the community by partnering with families to equip the whole student for their individual calling through a rich, experiential education.