



PRESCHOOL APPLICATION CHECKLIST

The following documents must be submitted before enrollment can be finalized:

- _____ New Student Application & Academic History Form (2 pages) (one per student)
- _____ Student Health Form (2 pages) (one per student)
- _____ Annual Parent Commitment Form
- _____ Copy of student's immunization record
- _____ Copy of student's birth certificate
- _____ Tuition Contract (2 pages)
- _____ \$100 New Student Fee (non-refundable)
- _____ \$200 Annual Registration Fee (non-refundable)
- _____ \$75 Snack Fee

Mail or bring all paperwork along with your fees to the church office. The person(s) listed as financially responsible on the application must sign the tuition contract.

Upon receiving all the application forms, the parents/guardians will be contacted to set-up an informal student evaluation with the Pre-Kindergarten teacher. Following the evaluation, an appointment will be scheduled for an interview with the Preschool Director or Business Administrator for all families. The interview is the last step in the admission process; once it is complete, the office will notify you of acceptance.

Enrollment is not complete, nor is the student's class place secured, until the completion of all forms and all applicable fees have been paid.