



The Washington New Church School New Enrollment Checklist (3/3/2022)

Checklist for New Student Enrollment

This form is designed to help you through our admissions procedure. If you have a question about any part of the process, do not hesitate to contact us (301-464-5602).

- Become familiar with school brochure, information or web-site
- Schedule and take a school tour.
 - Complete (yellow) contact information form
- Schedule a meeting and interview with the Pastor
- Fill out an application
 - Include \$100 (non-refundable) application Fee
- Provide records from any previous schools attended – (blue) Records Release Form is in this folder
- Schedule a testing appointment for your child
- Once testing is completed and records received they will be reviewed by WNCS
- Optional:**
 - The homeroom teacher may schedule an observation at your child's present school if needed.
 - You may schedule a classroom visit to WNCS for your child if desired.
- An interview will be scheduled for you with the Principal/Director
- Notification of acceptance from WNCS (contingent on completing final steps below)
 - Following the letter of acceptance, you will receive a tuition invoice from the school treasurer along with a tuition payment agreement form to be filled out, signed and returned before August 1st *
 - Complete and return Health Inventory (WNCS Form) including Immunization records (secretary will give you this form)
- You will then receive the following info: School Handbook, Guide to Rules and Conduct (included in handbook), School Calendar, Uniform and Aftercare information
- Attend church services and or New Parent Orientation Classes when scheduled.
- Sign up for Parent Service Program

*See tuition information sheet in this packet for deposit and payment details