



The Washington New Church School Enrollment Checklist for New Students (7/19/2024)

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 website.
- Schedule and take a school tour.
 - Complete (yellow) contact information form
- Schedule an interview with the Pastor.
- Fill out an application.
 - Include (non-refundable) application fee.
 - Be sure to list all previous schools attended
 - Complete record request form (Blue) giving us permission to request records from those schools.
 - Request additional forms for each school
- Schedule, through the school secretary, a grade level assessment appointment for your child.
- Once testing is completed and records received, they will be reviewed by our staff.
- An interview will be scheduled for you with the Principal/Director.
- Notification of acceptance to the school is contingent on completing the final steps below)
 - Following an interview with Principal/Director, 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 the start of the school year.***
 - Complete and return Health Inventory form (our secretary will give you this form) and include a copy of your child's immunization record.
- Once accepted you will also receive the following: School Handbook, School Calendar, School Uniform and Aftercare details and fees and several forms to be filled out and returned to the school before school starts.
- Optional:**
 - The homeroom teacher may schedule an observation at your child's present school if needed.
 - You may schedule a classroom visit to our school for your child if desired.
 - We recommend that you attend church services – Sundays at 11:00am.

*See Tuition Information sheet in this packet for deposit and payment details