

WORD OF LIFE CHRISTIAN ACADEMY

ADMISSION REQUIREMENTS FOR PRESCHOOL

Thank you for your interest in Word of Life Christian Academy's Preschool Program. Choosing the right preschool for your child is a tremendous responsibility. It is at this early age that children learn the foundational concepts they will need as they continue to grow and develop into young adults. At Word of Life Christian Academy we are devoted to providing a challenging educational program so that you may have opportunity to secure the best education possible for your child. All children will be considered for admission regardless of race, color, or national and ethnic origin. Our preschool program admits children who are at least 2 ½ years (30 months) of age through the age of five. Enrollment will depend upon available space in the classroom, the child's social maturity, and readiness for the school program. Listed below you will find the requirements for admission into our school. If you need additional assistance throughout the admissions process, please feel free to contact the school at 703-354-4222.

BEFORE APPLYING FOR ADMISSION:

1. Your child must be at least 30 months (2 ½ yrs.) of age

All children entering a pre-school class must be at least 30 months (2 ½ yrs.) old before they can attend.

2. Pre-kindergarten Requirement

All children entering a pre-kindergarten class must be 4 years old on or before September 30th. Because our school is an accredited school we cannot make allowances for late birthdays.

3. Your child must be FULLY potty trained.

We define this as no more than one (1) accident per week. Children may not wear diapers or pull-ups to school. If after admission we find that the child is not fully potty trained, his/her enrollment will be terminated.

4. Your child must be able to feed him/herself.

Children must be able to feed themselves. Teachers do not spoon feed children. Baby bottles, pacifiers and sippy cups are not permitted.

AFTER MEETING THE PREVIOUS REQUIREMENTS:

STEP 1: Fill out the application for enrollment and submit it to the Preschool Director. (Registration fee must accompany application to be considered for enrollment.)

The application for enrollment includes a copy of our Philosophy, Statement of Faith, Discipline policy and Financial Agreement forms. All forms must be signed. The non-refundable registration fee must accompany the application. This fee reserves a space for your child until the admission process is completed or for a maximum of thirty days. Until the admission process is complete, your child is not considered enrolled in our school. The registration fee is only refunded if we do not accept your child into Word of Life Academy.

STEP 2: Set up an Interview with the Director.

After the application for enrollment has been submitted and processed, an interview will be scheduled with the Preschool Director. All required forms listed below must be turned in before or during the interview. The purpose of this interview is to determine if our school meets the needs of the prospective student and parent and to discuss operational policies. The child must attend this interview and will be given an assessment. This assessment is used for planning purposes only and does not determine eligibility into our program. Parents will be informed of the Director's decision regarding acceptance into the school program within 3 days of the interview by either letter or phone. No student will be allowed to start school without the required forms listed below.

STEP 3: Meet with the Accountant to process your payment plan.

Our school partners with SMART TUITION for collecting and processing all payments. Enrollment into SMART TUITION must be set up with the accountant.

REQUIRED FORMS:

(Plan ahead: Sometimes it takes several weeks to get the forms filled out by your health care provider or obtain a birth certificate if you do not have one.)

1. Health Exam

Each child must have had a physical health exam within the past 12 months. Proof of this must be provided on the "Commonwealth of Virginia School Entrance Health Form" and must be submitted either before or at the time of the interview.

2. Current Immunization Record

Each child must have a current certificate of immunization. Proof of this must be provided on the "Commonwealth of Virginia School Entrance Health Form" and must be submitted either before or at the time of the interview.

3. Proof of Birth

Parents must supply an original birth certificate (*copies are not acceptable*) or a passport as proof of identity. Documents will be recorded in the office for our records and originals returned.

4. Proof of Citizenship

The child's social security number must be listed on the application for enrollment or a Visa will be required.

5. Smart Tuition Form—for payments