



BRENTWOOD CHRISTIAN SCHOOL

Admissions Checklist for Early Learning 3/4

Applicants for EL3/4 will need to complete the following steps as part of the admissions process for Brentwood Christian School:

- ☐ **Step 1: Complete the online application and pay the non-refundable \$150 application fee** – www.brentwoodchristian.org, choose Admissions from the menu at the top, and then Apply Online from the drop-down menu. The following checklist items will need to be completed and uploaded into application prior to submission:
 - ✓ Copy of birth certificate
 - ✓ Family or student photo
- ☐ **Step 2: Complete the admissions assessment and pay the non-refundable \$15 fee** – Once an application and required forms have been submitted (Step 1), Admissions will reach out to schedule the student assessment to be taken on campus. A Zoom option is available for students not yet living in Austin.
- ☐ **Step 3: File review and family interview with the principal for you and your child(ren)** – Upon completion of Step 1 and Step 2, the student file will go to the principal for review to ensure he/she does not have any questions, concerns, or feedback. If the principal does not have any questions, concerns, or feedback, Admissions will reach out to schedule the family interview for you and your child(ren).
- ☐ **Step 4: Admissions Decision** – Based on space availability, the principal will share their acceptance decision to move forward either in the interview or at a later date.
- ☐ **Step 5: Enrollment** – Upon verbal acknowledgment of acceptance from the principal, the Finance Office will email the enrollment next steps. The spot will be held for 5 business days to complete the enrollment paperwork to secure the space in the class:
 - ✓ Completed online enrollment packet
 - ✓ Signed Enrollment Contract
 - ✓ Submitted Enrollment Fee
- ☐ **Step 6: Final checklist items before school begins:**
 - ✓ Copy of immunization records – If not already submitted, turn in to Admissions
 - ✓ Completed BCS Health Form - If not already submitted, turn in the completed health form to Admissions dated in same calendar year as the starting school year
 - ✓ Summer checklist items – Admissions will send out information to prepare for the new school year during the summer (uniform basics, school supplies, summer reading for 3rd–12th grades, Extended Day information, etc.)

Upon principal acceptance, to secure the space for enrollment, Step 5 must be completed within five business days of receipt of the enrollment paperwork from the Finance Office.

Additional information regarding the admissions process steps:

Application – For the Early Learning program, the student must be age 3 by September 1st for the Early Learning class in order to start the school year. To complete the online application, visit www.brentwoodchristian.org. Choose Admissions from the menu at the top, then Apply Online from the drop-down menu. The supplemental admissions documents will need to be uploaded into the application prior to submission. The \$150 non-refundable application fee can be paid by credit card online to submit the application. If choosing to pay by cash or check, please notify the Admissions Office so that your application can be processed on our end upon payment.

Recommendation request within the application – A recommendation is needed from a current or previous teacher at your child(ren)'s preschool or daycare. If a child has not attended a daycare or preschool, a recommendation from another source, such as a babysitter, Bible class teacher, or extracurricular activity instructor may be used. Upon application submission, the recommendation request will automatically be sent.

Recent family or student picture – Please submit a recent family or student photo. This does not need to be a formal picture; it will just be added to the student file to help the Administration learn faces and names more quickly.

Admissions assessment – Required for all applicants and is arranged through the Admissions Office. The Early Learning assessment is conducted on campus by our testing proctor. This screening helps to determine if the child is ready to start a full day preschool program at Brentwood. Please allow approximately 15 minutes for this assessment to be completed. There is a non-refundable testing fee of \$15 (credit card paid online, cash, or check made payable to BCS) due no later than the time of testing. The Admissions Office will provide testing dates and times.

File Review – Once all the required items have been submitted and the assessment has been completed, the student file will go to the principal for review to ensure he/she does not have any questions, concerns, or feedback. If the principal does not have any questions, concerns, or feedback, Admissions will reach out to schedule the family interview for you and your child(ren).

Family interview – This is a time for the student(s) and parent(s) to meet with the principal to determine if BCS is a mutually good fit. The Admissions Office will arrange the interview as part of the final step of the application process. All application requirements (except for the completed health forms and immunization records) need to be turned in prior to scheduling the interview as these will be considered in determining acceptance.

Acceptance – Upon acceptance, the enrollment paperwork will be emailed by the Finance Office and will need to be returned with five business days to accept and reserve the offered spot. The enrollment requirements include:

- An online enrollment packet will need to be completed along with the online payment of the non-refundable Annual Enrollment Fee. The online enrollment packet will include the Field Trip Permission, Photo Release, proof of insurance, Handbook Agreement, etc. This link will be emailed to you from the Finance Office.
- The signed Contract for Student Enrollment must be submitted to the Finance Office.

- Tuition arrangements will need to be set up with the Finance Office to begin in June. If after June, tuition arrangements will need to be set up within five business days of the completed enrollment packet. See sample contract for details.

Admissions Process and Timelines – Applications for the new school year open in October. Applying early will provide the student an increased opportunity of a space being available in the needed grade.

Key deadlines include the following:

- I. Submission of the online application and non-refundable application fee, the required forms, and a completed assessment allow the student file to be reviewed by the principal. Family interviews will be scheduled and, upon acceptance, available spaces will be offered by the principal. Timelines typically fall within the following:
 - a. Early Acceptance – November 1st through January 31st (Any current open spaces will be offered for next year.)
 - b. General Enrollment – February 1st through Start of School (If a space(s) becomes available by a non-returning family, the space(s) will be offered to a qualified candidate who has been accepted.)
- II. Upon principal acceptance, the Finance Office will send the enrollment paperwork. This completed paperwork, signed enrollment contract, and non-refundable enrollment fee must be submitted within five business days of receipt in order to secure the offered spot. Tuition arrangements will also need to be set up with the Finance Office to begin in June. If these steps are not completed within the five-day window, the spot will be offered to the next qualified applicant.

Immunization Records – This will allow our school nurse to review the records to ensure the student's file will be up to date.

Health Examination Form – A complete medical checkup is required of all new students. Doctors can complete the Health Exam Form for a recently completed exam. That checkup must be dated in the same year as the starting school year. The doctor's office will also need to include a copy of the latest immunization records or write them down on the health form. An [Affidavit of Exemption from Immunization](#) is accepted and Brentwood will need to original, notarized document. Vision and Hearing Screenings are required as well. These screenings can be completed as part of the student's annual exam with their doctor or the student can elect to have these completed at school in the fall of the first semester for an additional fee. This form must be submitted PRIOR to the start of school.

Please review and complete any of the additional forms that might pertain to your child:

- Protocol: Students with Chronic or Severe Health Concerns
- Health History/Instructions for Health Needs Form
- Medication Permission Form

Extended Day Form – If a child will need before or after school care, visit www.brentwoodchristian.org, choose Programs, and then Extended Day to complete the registration to enroll your child(ren). Enrollment for the new school year will become available in August just before school begins.