



## BRENTWOOD CHRISTIAN SCHOOL Admissions Checklist for K4

Applicants for K4 will need to provide the following items to the Admissions Office of Brentwood Christian School prior to consideration for acceptance:

- Completed online application form** – [www.brentwoodchristian.org](http://www.brentwoodchristian.org), choose Admissions from the menu at the top, and then Apply Online from the drop down menu
- Application fee** – \$125 non-refundable
  - ✓ Pay by credit card online
  - ✓ Pay by cash or check made payable to BCS (Brentwood Christian School)
- Completed screening** – this assessment is conducted on the BCS campus
- Screening fee submitted** – this is a non-refundable fee of \$15, cash or check made payable to BCS
- Recommendation Information Sheet** – current or previous preschool or daycare
- Copy of immunization records**
- Completed Health Forms** – vision and hearing screenings are required as well
- Copy of birth certificate**
- Family photo**
- Interview** – Upon gathering all the required documents above, work with the Admissions Office to schedule an interview with the elementary principal for you and your child(ren)

***All Admissions requirements listed above will need to be completed and submitted within 30 days of the application date to maintain a spot in the class or waiting pool.***

### Additional information regarding the checklist:

**Application** – For the K4 program, the student must be age 4 by September 1<sup>st</sup> in order to start the school year. To complete the online application, visit [www.brentwoodchristian.org](http://www.brentwoodchristian.org). Choose Admissions from the menu across the top of the page, then Apply Online from the drop down menu.

**Application Fee** – This fee can be paid by credit card online or by cash or check (made payable to Brentwood Christian School). If choosing to pay by cash or check, please notify the Admissions Office so that your application can be processed upon payment.

**Admissions Screening** is required for all applicants and is arranged through the Admissions Office. The screening is conducted on campus to provide the K4 teacher with an overview of the child's readiness in various areas. This screening also helps to determine if the child is ready to start a full day preschool program at Brentwood. Please allow approximately 20 to 30 minutes for this assessment to be completed. There is a non-refundable testing fee of \$15 (cash or check made payable to BCS) due no later than the time of testing. The Admissions Office will provide testing dates and times.

**Recommendation Information Sheet** – 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. Please complete the Recommendation Information Sheet with the name and email address of the person you would like us to contact.

**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. The medical office can also include a copy of the latest immunization records. 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. These documents can be dropped off or faxed directly to the Admissions Office at 512-835-2184. This form must be submitted for admissions to be complete.

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

**Recent Family Picture** – Please submit a recent family photo of the child with his/her parents. This picture can include siblings as well. 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.

**A personal interview** with the elementary principal is required at Brentwood Christian School. 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 need to be turned in to schedule the interview.

**Acceptance** – Typically an applicant will be notified of their acceptance into Brentwood Christian School within one week of completing the admissions process. Upon acceptance the following will be due (see Admissions Timeline and Deadlines below for timeframe):

- The Contract for Student Enrollment must be submitted to the Finance Office.
- An online enrollment packet will need to be completed along with online payment of the 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.
- Tuition arrangements will need to be set up with the Finance Office. See sample contract for details.

**Admissions Timeline and Deadlines** – Meeting required checkpoints will maintain priority placement and your student’s spot in the class.

1. Submission of online application and associated application fee assigns placement in the class or waiting pool as applicable.
2. To maintain the student’s spot, all admissions paperwork and supplementary application forms must be submitted within 30 days of the application date.
3. Upon acceptance, Contract, Online Enrollment and Fee, and Tuition payment arrangements must be established by March 15 or within five days of acceptance, whichever is later.\*

4. A non-refundable deposit of 10% of tuition is required by June 1 or within five days of acceptance, whichever is later.\*

\*See Sample Contract for more details and payment terms.

**Extended Day Form** – If a child will need before or after school care, the following link <http://www.brentwoodchristian.org/programs/extended-day/> can be used to complete the form to enroll your child(ren). Enrollment for the new school year will be available in August just before school begins.