



## **NEW STUDENT ADMISSION CHECKLIST** **PRESCHOOL GRADES K2 – K4**

### **Admission Process: (STEP 1)**

*Please submit the following:*

- New Student Application Located On Our Website \_\_\_\_\_
- Headshot Photo (upload to application) \_\_\_\_\_
- Birth Certificate (upload to application) \_\_\_\_\_
- Administrator Reference Form (located in application) \_\_\_\_\_
- Primary Teacher Reference Form (located in application) \_\_\_\_\_

### **Student Observation: (STEP 2)**

After completing Step 1, you will be contacted to schedule an individual observation for your child. All prospective preschool students are required to come on campus for a school readiness evaluation. Observations are conducted in a group setting or on a one-on-one basis.

- Non-Refundable Observation Fee (*\$50.00 cash or check payable to KCS*) \_\_\_\_\_
- Schedule Student Observation \_\_\_\_\_

### **Decision: (STEP 3)**

After completing Steps 1 & 2, within approximately one week, you will be notified of a decision by the Director of Admissions.

### **Enrollment: (STEP 4)**

*Within one week of receiving acceptance offer, you must apply online for enrollment and pay the registration fee (link will be provided).*

The following two health forms must be turned in within three weeks of registering. These forms are provided by your child's pediatrician. You may bring them to our main office or scan the documents and email them to Robyn Hathaway, School Nurse, at [rhathaway@kendallchristian.com](mailto:rhathaway@kendallchristian.com).

- Physical DH 3040 \_\_\_\_\_
- Immunizations DH 680 \_\_\_\_\_