



WESTMINSTER ACADEMY

Founded in 1953

Westminster Academy serves families by providing a strong academic setting in which children are challenged to receive Jesus Christ as Lord and Savior and to live their lives for God's glory.

Dear Prospective Westminster Parent:

Thank you for your inquiry regarding placing your child in Westminster Academy. Our school hours are for kindergarten through the 6th grade, from 8:30 until 3:00; for 7th and 8th grades from 8:00 until 3:00. Enclosed you will find the necessary forms to initiate the enrollment process. Listed below is the checklist of procedures.

1. Complete the application and registration forms; both parents must sign both forms.
2. Ask the student's present school/teacher to complete the student applicant's form and return it with the application. For students entering grades 1-8, a copy of the transcript from the previous school is required. This transcript should include most recent standardized test scores and report card grades.
3. Return the forms to the school with the application fee and the testing fee for each student. Both these fees must be received prior to testing. They are non-refundable.
4. The school will notify you by phone or letter of the testing time. Entrance exams for September 2010 enrollment are scheduled for February 20 and May 15.
5. An appointment will be set up with the principal to review the test with you and determine the student's status. Acceptance will be contingent not only upon the test result but also upon the parents' attendance at New Parent Orientation.
6. When a child is accepted, the non-refundable matriculation fee must be paid in order to hold his place in the class. You will receive a letter explaining the tuition payment procedure. The first tuition payment is due by August 10th.
7. Each student is required to have an approved earthquake kit on the school premises. The cost of this kit is \$15 per student and may be purchased through the school Business Office.
8. Mandatory school uniforms should then be purchased from our supplier, Dennis Uniforms. Information will be given to you at the time of your interview.
9. For students entering kindergarten, a copy of the birth certificate and record of immunizations and T.B. Mantoux testing are required.
10. For students entering first grade, a health examination is required.

We look forward to your joining our Westminster family.

Sincerely yours,

Principal

(10/09)