



## Enrollment Check List for New Students

The following check-list will help your enrollment run smoothly. Please read all materials carefully. All documents must be accompanied by the registration fee & enrollment deposit. Checks should be made payable to: *Washington County Christian School* or *WCCS*.

### **Complete the following forms and submit to the School Office before June 1.**

- ✓ **Enrollment Card** – (white card) Grades K-12.
  - Be sure to fill out this card completely (front and back)
  - Include your signature on the back.
- ✓ **Statement of Cooperation Card** (blue card) - Must be notarized and turned in at time of registration. In the left hand column, list children who are enrolling. **Both** parents need to read and sign card, unless one parent is the sole guardian, in which case the card needs to be signed on the bottom line.
- ✓ **Health Records** – Florida law requires that all students have the following:
  - Florida certificate of immunization (may be obtained from local health department)
  - Physical form showing the child has had a physical examination (dated less than one year prior to entering a Florida school).
  - Birth Certificate (original from Office of Vital Statistics) – Office will duplicate.
  - Social Security Card (original from office of Vital Statistics) – Office will duplicate.
- ✓ **Request for School Records** (Grades 1-12) – The transfer card must be filled out front and back, showing student's last grade attended at previous school. The tracking card should indicate grade to attend at WCCS.
- ✓ **Authorization for Medical Treatment Card** (yellow) - Must be filled out completely and notarized by a Notary Public. The purpose of this authorization is for life threatening emergencies when no contact can be reached.
- ✓ **Authorization for Administration of First Aid** (green) – Complete front side of card and indicate all types of aid/medication to be used. Indicate any allergies or Medical Alerts.
- ✓ **Financial Agreement** – (gray) The following items must be completed:
  - All amounts under the fees section that are applicable to the student's grade.
  - Terms and conditions section has been read and initialed.
  - Both parents or sole guardian have signed and dated the agreement.
  - The back has been notarized by a Notary Public.
  - Administration has reviewed the agreement, signed, and sealed.
- ✓ **Pick Up Card** – (¼ white card) List all persons allowed to sign out the student from school (including parents)
- ✓ **Extended School Card** – (¼ pink card) Extended School Cards are available in the school office. ES is available after school for K3 – grade 6 until 5:30 pm daily. Early morning ES is also available 6:30-7:30am daily. Please fill out the card completely with two emergency contacts other than parents. Be sure to include cell and work phones.
- ✓ **School Uniform Requirements** - (Red) – Both student and parents need to review carefully the dress code requirements for daily school attire. This red sheet is for your reference.
- ✓ **Standards of Conduct Form** (Grades 6-12) – Both student and parents need to sign the attached slip to be turned in for enrollment. The green sheet is for your reference.
- ✓ **Grades 3-12** upon registering, schedule an entrance test date.

**NOTE: Class size is limited and a place cannot be held for any child without receipt of the above listed documents and payment of the enrollment deposit.**