

## Admissions Procedure Checklist

The admissions process is as follows:

1. If you wish, request a tour of the school prior to completing the New Student Application.
2. Complete the **New Student Application** and submit to TCA with the following items:  
(Applications are available on the website or can be obtained from the main office.)
  - A non-refundable **application fee of \$25 for Preschool applicants and \$50 for K-8 applicants** is required at the time of application.
  - **Preschool and Kindergarten** applicants must submit a copy of the child's birth certificate.
  - **Grades 1-8** applicants must submit a copy of the child's previous report card and a copy of the most recent standardized test results.
  - The student's health/immunization record is required *prior* to the start of the school year.
3. **For prospective Preschool families**, upon receipt and review of all required materials, TCA will inform the parent of the child's acceptance and the Registration form will be collected to complete admission.
4. **For prospective Kindergarten families**, upon receipt of all required materials, TCA will schedule a family interview and a Kindergarten readiness assessment for the student. This will provide an opportunity for the school and family to meet, answer questions, and review school policies and procedures and to assess if TCA is the best fit for the student. The family will then be contacted regarding the status of acceptance. Upon acceptance, registration forms will be given to complete admission.
5. **For prospective 1-8 families**, upon receipt of all required materials, TCA will schedule a family interview. The interview provides an opportunity for the school and family to meet, answer questions, and review school policies and procedures and to assess if TCA is the best fit for the student. Following the interview, the family will be contacted regarding the status of acceptance. Upon acceptance, registration forms will be given to complete admission.

If you have any questions, please contact our Admissions Office:

Mrs. Shervon Wilkins  
609-261-9578  
sswilkins@tcaschool.com