

# Enrollment Procedure

## Heritage Christian School

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Phone: (253) 564-6276

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Web: [www.heritagecs.net](http://www.heritagecs.net)

Heritage invites you to a thorough evaluation of our school before applying for enrollment. We encourage you to tour the facility, visit the classroom, meet the teacher, and interview the principal. Please call our office to arrange a tour of the school and/or an interview. Our school hours are 8:25 AM - 3:00 PM for kindergarten through Fifth grades and 8:10AM-3:00PM for Sixth through Eighth grades. The school office is open each school day until 4:00 PM.

We welcome your application to Heritage Christian School. These are the procedures to follow when applying for admission:

- Complete and submit all application forms:

\_\_ Application for Admission

\_\_ Emergency Health Record

\_\_ New Student Information (include Short Answer Questions)

- Attach a check for New Student Testing Fee (\$50).

This fee pays for testing/placement of all new students and is non-refundable. Typically, an applicant will spend one school day at HCS and will take the Student Learning Objective test. This test covers general knowledge we require of HCS students before they are promoted to the next grade. An applicant who scores 70% or higher will generally be able to handle our curriculum. Those who score below 70% will require special attention. Tutoring or remedial courses may be required before a student is admitted into Heritage.

- Attach a separate check for the Registration Fee

Registration fees are non-refundable *unless* the student is not accepted for enrollment at HCS. The registration check will not be deposited until after your child has been awarded a spot at our school.

- An evaluation visit and an interview with the Principal will be scheduled when all application forms and fees are received by our school office.

All students who attend Heritage Christian School are placed on academic and behavior probation for six weeks.

Transportation to/from school must be provided by parents. A map to assist families in making carpool arrangements is located outside the school office.

A ministry of the Tacoma Bible Presbyterian Church