

Ashland Christian School

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Ashland, Ohio 44805
(419) 289-6617; 419-281-1425 FAX
www.ashlandchristian.org

Preschool Registration Procedures

1. Submit completed Application for Admission form with registration fee. The registration fee is non-refundable, so please read the following admissions requirements carefully.

- Prerequisite for enrollment: child must be 3 years old by August 1 and potty-trained.
- The home must be willing to support the context and/or method of teaching in accordance with the Philosophy of Education and Educational Goals of ACS.
- Health related records required by the State of Ohio must be complete by the 15th day of school, verifying that the student is in sound physical, mental and emotional health.
- The student's family must agree to be financially responsible in settling all accounts promptly.
- The student's family must agree to work cooperatively with the teachers, administration, and school Board in matters regarding correction and discipline of children.

2. Student records from previous school (if applicable) should be sent to ACS.

3. An interview will be scheduled with the Preschool Director. If possible, both parents and the student should be present. The immunization record and a copy of the official birth certificate must be submitted during the interview process.

4. Financial arrangements will be confirmed at the interview. A FACTS Automatic Tuition Payment Agreement form will be given during the interview process.

5. Make sure that a copy of the child's official birth certificate, medical records (including immunizations), and custody papers (if applicable) are submitted to the Preschool Director or ACS office to be placed in the child's file.

Registration is not considered final until all of the above steps are completed.

10/19/11