



## PREPARATORY SCHOOL ADMISSION CHECK LIST

### GUIDELINES FOR COMPLETING YOUR APPLICATION FOR ADMISSION

- Call the office to arrange a parent interview and tour.
- To apply (after your interview and tour), complete the application and submit with a application fee to the office. We encourage you to do this as soon as possible, as space is limited.
- Complete the teacher/director recommendation form and mail to the Preparatory School. These forms must be completed before enrollment.
- Report cards & transcripts must be received prior to starting school.
- Financial aid forms will be mailed upon request only. Financial aid takes at least 5 days to be reviewed.
- Students' visits to the school are arranged after the parent interview. The application must be returned to the office prior to the student's visit.

#### Applicant's visit:

1. Please arrive on time – 8:30 a.m.
2. Those students visiting the play group should bring along an A.M. snack and lunch for the day.
3. All other visiting students should bring their lunch.
4. Students must be picked up by 1:00 P.M.
5. Students should be properly attired – no jeans, sportswear, or sneakers.

#### FINALLY:

- Parent(s) should then visit the financial officer to complete the contract and go over the financial arrangements.
- The Parent Handbook and Code of Conduct are reviewed.
- All admission forms are received.
- All contracts and forms must be returned and signed before students can start classes.
- Parents of Enrichment Center children may stay at school for the first day, but must give the student the room to develop stability and independence.
- Once you have completed the above steps, you are ready to be a Preparatory School family member.

4501 16<sup>th</sup> Street, NW  
Washington, DC 20011  
Office (202) 722-5080 Fax (202) 722-5060  
Email: [thepreparatoryschoolofdc@yahoo.com](mailto:thepreparatoryschoolofdc@yahoo.com)  
Web site: [www.theprepschoolofdc.org](http://www.theprepschoolofdc.org)