



"The mission of Timothy Christian Academy is to provide students with a Christ-centered education which promotes academic excellence and encourages students to develop and use their unique gifts and abilities to serve God and others."

## New Student Admissions Procedure Checklist

- If you wish, you may request a tour of the school prior to completing the application.
- Complete the online application which includes the following items:  
<https://tca-nj.client.renweb.com/oa/?memberid=4731>
  - \_\_\_\_\_ A non-refundable application fee of \$50 is required at the time of application.
  - \_\_\_\_\_ Preschool and Kindergarten applicants must submit a copy of the child's birth certificate (may be uploaded with the application or submitted to the office).
  - \_\_\_\_\_ 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 (may be uploaded with the application or submitted to the office).
  - \_\_\_\_\_ The student's health/immunization record is required prior to the start of the school year.
- **For prospective Preschool families**, upon receipt and review of all required materials, TCA will inform the parent of the child's acceptance. Upon acceptance, you will be given a link to our online enrollment packet to complete the admissions process.
- **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 (which are also noted in the parent handbook) 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, you will be given a link to our online enrollment packet to complete the admissions process.
- **For prospective grades 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 (which are also noted in the parent handbook) and to assess if TCA is the best fit for the student. In addition, admissions testing for the student may be scheduled as deemed necessary by the principal. Following the interview, the family will be contacted regarding the status of acceptance. Upon acceptance, you will be given a link to our online enrollment packet to complete the admissions process.

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

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