



Gateway Christian Academy

“A Ministry of Gateway Church”

Certified and Accredited by: ILCS/FLOCS

Bishop Dr. Preston Williams II, Senior Pastor

ELEMENTARY STUDENTS CHECKLIST

Parent: _____
Student: _____
Grade: _____

Telephone No: _____
Date: _____

Kindergarten – must be 5 years old on or before September 1; **First Grade** – must be 6 years old on or before September 1, and will be eligible for admission if he/she has been enrolled in a nonpublic, home school or public school and has satisfactorily completed kindergarten.

- Application Completed (must be fully completed and notarized before submission)
- Registration Fee (Money Order/Cashier’s Check/Cash-must accompany completed application)
- Curriculum Fee (See Schedule of Fees and Tuition/Enrollment Contract.)
- Birth Certificate
- Required Immunization Series
- Proof of Medical Examination (12-month period prior to attendance)
- Report Cards, Standardized Testing, Previous Achievement Test Scores
- Elementary Nutritional Agreement
- Student recommendation(s) from prior school
- Pastoral/Church Reference Letter Completed
- Signed Discipline Policy and Elementary Code of Conduct
- Payment Plan (Tuition contract read, signed and submitted with application)
- Vacation Time
- Uniform
- Lunches/breakfast/snacks
- Breaks/Calendars
- Summer Program/Camp
- Signed Release - Student Information Card
- Signed Media Release Form
- Entrance Test Scheduled (Prior to Meeting with Admissions Committee)
- Parent Student Handbook – Received and read prior to Admission Meeting
- Parent Student Handbook Acknowledgement Form signed and submitted
- Meeting with Admissions Committee

RETURNING STUDENTS/FAMILY – OFFICE PERSONNEL ONLY

- Enrollment Contract Completed and Submitted (Schedule of Tuition and Fees)
- Past Due Balance paid in full (previous or current student/family)
- Updated Immunization and Proof of Medical Examination