

# Milford Christian School

*Small enough to be personal; large enough to be professional*

Dr. David Perdue, Administrator  
Rev. Ronald Longhofer, Principal

6062 Old Shawnee Road Milford, DE 19963  
Phone: 302/422-4263; Fax: 302/422-6379  
E-Mail: milfordchristian@fbcmc.org  
Website: www.fbcmc.org

Dear Parent:

Thank you for your interest in Milford Christian School. Should you desire to enroll your child, the following describes our enrollment process:

- 1. Application Forms** – Completely fill out and submit the following forms:
  - *Enrollment Application*
  - *Medical Authorization and Release*
  - *Records Request*
  - *Registration Fees and Billing Information*
- 2. Exam Scheduling** – After we have received the above items, we can schedule an entrance/placement exam for your child (no exam for kindergarten applicants).
- 3. Church Reference Form** – Please give the *Church Reference Form* to your pastor, Sunday School teacher, or an officer of your church who knows the student applicant and family well. That person needs to send the completed form directly to Milford Christian School. If your family does not currently attend church, please sign the form as indicated and return it with your application. This form is required to complete the admission process.
- 4. Report Card and/or Transcript** – Provide a copy of the following, as appropriate:
  - Your child's most recent report card (1<sup>st</sup> grade or above)
  - Your child's *high school transcript* (required for transfer of credits and proper grade placement)
- 5. Exam** – Other children may be tested before, after, or with your child, so please be on time; a late child can disrupt the process and may need rescheduled.
- 6. Interview Scheduling** – Our office must receive both the *Church Reference Form* and a copy of your child's most recent report card and/or transcript before an interview may be scheduled.
- 7. Interview** – The child and at least one parent must be present at the interview. The results of the entrance/placement exam will be discussed along with important school policies.
- 8. Acceptance** – Pending the outcome of the entrance exam, the interview, and the receipt of all required forms and materials, a determination will be made regarding acceptance. Once accepted, the registration fee is due and payable to reserve your child's spot.

Please be aware that since registrations processed during the early registration season are more efficient and allow us to prepare more effectively for the new school term, the registration fee is substantially less than at other times. Applications submitted close to the start of school can be more challenging to process, so we ask for your patience if you need to apply during that time.

Again, thank you for your interest in Milford Christian School. We look forward to hearing from you soon!

Training for Christ,

*Ronald Longhofer*

Ronald Longhofer  
Principal