



# MOTHER LODE CHRISTIAN SCHOOL

18393 Gardner Avenue, Tuolumne CA 95379

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## New Student Enrollment Procedures

1. Parents contact the school office requesting their child's enrollment.
2. Office recommends parents read our *MLCS Statement of Faith* and *Vision & Core Value* statements on the school website.
3. \_\_\_ Administration follows up with a parent phone interview to discuss reasons for enrollment and Christian family values.
4. \_\_\_ If phone interview is successful, an on-campus parent/student interview & tour is scheduled.
5. If the on-campus interview is satisfactory, student(s) will be required to be assessed.
  - a. \_\_\_ An assessment will be scheduled along with a 3-day student classroom visitation.
  - b. \_\_\_ A post-assessment parent meeting will be scheduled to determine student grade-level placement at MLCS.

***Please submit all of the above information in one folder all at the same time.***

6. If any of the following documentation is unavailable, parents will provide reason(s) for its absence in writing to the administrator.
  - a. \_\_\_ Parent will **schedule a meeting with the MLCS Business Officer.**
  - b. \_\_\_ **Pastoral Letter of Recommendation**
  - c. \_\_\_ MLCS Enrollment Packet
  - d. \_\_\_ **Report Cards** from current and previous year for students in 2nd grade and above.
  - e. \_\_\_ For students in 1st grade a **recommendation letter** in PDF format from the student's current 1st grade teacher(s) is to be emailed to [storok@motherlodechristian.com](mailto:storok@motherlodechristian.com). This letter is **to include assessment results and behavior history.**
  - f. \_\_\_ For all students: **Submit a personal letter of recommendation from two of the following individuals:** Sunday school/youth group leader, athletic coach, scout leader, 4H director, etc., mailed directly to [storok@motherlodechristian.com](mailto:storok@motherlodechristian.com) in PDF format.
  - g. \_\_\_ **Financial Packet and approval from the Business Officer. Must be done before final enrollment is accepted!**
7. Our Administration staff will review applications and then contact parents regarding the enrollment status of their child. When a child is cleared for attendance at MLC, the parents have ten business days to submit the "Enrollment Packet" paperwork along with the required deposit in order to hold their child's spot in the classroom.

Comments & Questions: \_\_\_\_\_

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*"Let the little children come to me," Jesus said, "and do not hinder them,"  
And he took them in his arms, laid his hands on them, and blessed them." ~ Mark 10:14, 16*