



**THE WINCHESTER SCHOOL**  
3223 Bel Pre Road  
Silver Spring, Maryland 20906  
(301) 598-2266  
thewinchesterschool.org

### **REGISTRATION CHECKLIST**

To complete registration and reserve a space for your child for the 2026-2027 school year:

1. Please complete the following forms and return with your registration asap:
  - a. **Application for Admission**
  - b. **Enrollment and Tuition Agreement**
  - c. **Summer Registration** (if attending summer camp)
  - d. **Emergency Form** (OCC 1214) – if your child has a medical condition which might require emergency medical care, your child’s doctor’s signature may be required
  
2. Please have your child’s doctor complete the following forms and return by August 14<sup>th</sup>:
  - a. **Health Inventory** (OCC 1215) – required for all children
  - b. **Blood Lead Testing Certificate** (MDH 4620) – required for all children
  - c. **Medication Administration Authorization** (OCC 1216) – required if Winchester is to administer medication for your child
  - d. **Seizure Medication Administration Authorization** (OCC 1216A) – if applicable
  - e. **Allergy Action Plan and Asthma Medication Administration Authorization** – if applicable

All forms are available for download from the school website: [thewinchesterschool.org/forms](http://thewinchesterschool.org/forms)

3. A check made out to the **Winchester School** for the registration fee and the deposit should be submitted as soon as possible to secure a space for your child. Enrollment is on a first-come, first-served basis.
  
4. **By August 14, 2026**, you must submit the **Health Inventory form and any other applicable forms from step 2 above filled out and signed by your child’s doctor**. If your child doctor’s appointment is scheduled after August 14<sup>th</sup>, please inform Ms. Khadija immediately.

Please contact Ms. Khadija at school if you have any questions regarding registration.



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### APPLICATION FOR ADMISSION

Student's Full Name \_\_\_\_\_ Sex: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_ (Pre-K3/Pre-K4/K/1<sup>st</sup>/2<sup>nd</sup> grade)

The Maryland State Department of Education age regulation states that a Pre-K3 child must be 3 on September 1<sup>st</sup> of the school year in which the child applies for entrance. Similarly, a Pre-K4, Kindergarten, First Grade or Second Grade applicant must be 4, 5, 6, or 7, respectively.

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Title: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Title: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Allergies/Medications/Special Conditions: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Permission to take your child on field trips supervised by teachers and parents? Yes: \_\_\_ No: \_\_\_

Permission to post your child's picture on Winchester website/social media? Yes: \_\_\_ No: \_\_\_

How did you hear about Winchester? (Social media, search engine, drive by, friend, mail, ad, etc.):

\_\_\_\_\_

If referred, name of person who referred: \_\_\_\_\_

Enroll in: Full \_\_\_ (7:30am-6:00pm) Academic \_\_\_ (8:45am-3:00pm) Half \_\_\_ (8:45am-noon)

My child will \_\_\_ / will not \_\_\_ / may \_\_\_ attend the summer program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\* A non-refundable \$85 registration fee must accompany this application. \***



**THE WINCHESTER SCHOOL  
ENROLLMENT AND TUITION AGREEMENT  
2026 – 2027 Academic Year**

**<< EARLY REGISTRATION SUBMITTED BY MAY 1, 2026 >>**

**Student Full Name:** \_\_\_\_\_

**Parent/Guardian Names:** \_\_\_\_\_

**Address:** \_\_\_\_\_

I hereby enroll the above named student in The Winchester School for the 2026-2027 school year, which is from August 25, 2026 through June 16, 2027. I understand and agree that the period of enrollment and tuition obligation shall be for the entire school year, or in the case of a student's entering after the school year has begun, from the date of admission to the last day of the school year.

I understand and agree that there will be no reduction in the tuition obligation in the event of student absence, withdrawal or dismissal or any other reason including weather-related closings/reduced hours.

Students are expected to behave with due regard for the rights and feelings of others. The school reserves the right to dismiss a student whose scholarship, conduct, or cooperation is unsatisfactory.

Parents are expected to respect and uphold school policies and regulations in the Winchester School Parent Handbook and the contractual agreement they have with the school. The school reserves the right to ask parents to remove their child from the school if said parents disregard or fail to uphold school policies, regulations, the terms of the contractual agreement, or misrepresent their child or themselves in any way.

Tuition for the 2026-2027 school year for Pre-K, Kindergarten, First and Second grades, **if submitted by May 1, 2026 along with deposit and registration fee**, is:

- \$17,433 for full-day (\$1,835/month) from 7:30am – 6:00pm
- \$15,770 for academic-day (\$1,660/month) from 8:45am – 3:00pm
- \$8,930 for half-day (\$940/month) from 8:45am-noon (3 year olds only)

For student enrollment to be guaranteed for the 2026-2027 school year, this agreement must be signed by the parent or guardian financially responsible for the student and returned to the Winchester School along with a deposit equal to one month tuition and the \$85 registration fee. The deposit is not refundable under any circumstances.

The balance of the tuition owed for the school year will be paid in 9 installments at the beginning of each month beginning on August 25, 2026, with the last installment equivalent to ½ month tuition made on May 1, 2027. The tuition installments are **due on the first school day of the month**. When payment is received after **the third school day** of the month, a late fee of \$75 will be charged.

Signature of Parent or Guardian

By: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted: The Winchester School

By: \_\_\_\_\_

Date: \_\_\_\_\_



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## **2026 SUMMER CAMP INFORMATION**

1. The summer program runs from June 22, 2026 through August 14, 2026.
2. Summer hours are 8:00am to 5:00pm.
3. Tuition is \$470 per week and is due on the Monday beginning the week. There are no partial weeks allowed.
4. Children should arrive no earlier than 8:00am and no later than 8:45am to start the day.
5. Children should be picked up no later than 5:00pm. A late fee of \$15 per 15 minute increment (or fraction thereof) will be charged for late pick-ups.
6. Each week will have a theme, activities and special events which may include: circle time; story time; musical activities; arts and crafts; science activities; organized playground games; board games; water play (via sprinklers), field trips (requiring parent volunteers to drive and chaperone); and some limited work with letters and numbers.
7. For new 3 and 4 year-old students entering Winchester in the fall, a minimum of 2 consecutive weeks of summer camp is mandatory. Children do much better in the fall when they enter Winchester alongside their friends from summer. Winchester is likely more of a “teaching” school than most children have experienced before so we like to acclimate them slowly to the more formal, yet stimulating, school environment.
8. Up-to-date forms including Health Inventory, Emergency Form and Medication Administration Authorization (if applicable) are required prior to a child entering summer camp. All of these forms may be found on the Winchester School website under “Forms”.
9. Parents are required to send sunscreen to school for their child.
10. Children must be fully potty-trained prior to entering Winchester and may not be sent to school in pull-ups.

We strive to maintain consistency between the school year and summer staff to ensure a comfortable environment for the children.

Any questions about the summer program should be directed to Ms. Khadija.





**INSTRUCTIONS TO PARENT/GUARDIAN:**

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_

Medications currently being taken by your child: \_\_\_\_\_

Date of your child's last tetanus shot: \_\_\_\_\_

Allergies/Reactions: \_\_\_\_\_

**EMERGENCY MEDICAL INSTRUCTIONS:**

(1) Signs/symptoms to look for: \_\_\_\_\_

(2) If signs/symptoms appear, do this: \_\_\_\_\_

(3) To prevent incidents: \_\_\_\_\_

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OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**Note to Health Practitioner:**

If you have reviewed the above information, please complete the following:

\_\_\_\_\_  
Name of Health Practitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Health Practitioner

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number