



# Westminster School

3819 Gallows Road • Annandale, Virginia 22003 • (703) 256-3620

[www.westminsterschool.com](http://www.westminsterschool.com)

Dear Prospective Parent,

Thank you for your interest in Westminster School! We are delighted that you are considering Westminster for your child. For more than 60 years, Westminster School has delivered a superior elementary and middle-school education to children in grades PreK - 8 from across northern Virginia. Established in 1962, the Westminster program is founded on a classical curriculum, elevated academic standards, an emphasis on the arts, and an atmosphere that promotes respect, integrity, kindness, and a sense of excellence in all children.

**Westminster's program is based on the belief that children between the ages of three and fourteen are naturally driven by curiosity and enthusiasm.** To satisfy and stimulate this appetite for learning, Westminster presents a well-rounded, challenging curriculum steeped in the classics and enhanced by the arts. The purposeful classroom environment emphasizes critical thinking skills, peer-to-peer collaboration, in-depth mastery of subject material, high standards of achievement, good study habits, personal responsibility, and a general love of learning.

**Come see for yourself! We are currently offering in-person or virtual tours by appointment. We also have Open House events for admission scheduled throughout the year. Please visit our website or contact the admissions office at 703-256-3620 or by email at [admissions@westminsterschool.com](mailto:admissions@westminsterschool.com) to plan your visit!**

For your convenience, I have enclosed some FAQs and answers, a current tuition & fee schedule, documentation about our bus and extended care programs, as well as other pertinent information relating to the admission process. **To learn even more about our school and its many offerings, I invite you to visit our website at [www.westminsterschool.com](http://www.westminsterschool.com) and follow us on our social media accounts.**

Regarding enrollment - limited space is available in some grades for the current school year; please contact me for space availability in a particular grade. **Applications for the 2025-2026 school year will become available starting November 1, 2024.** To be considered in our first round of admission decisions, we encourage you to apply early and **submit all required application materials by February 21, 2025.** Applications received after that date will be considered on a rolling basis in grades that have openings. **To submit an application, please visit the "How to Apply" page under the Admission tab on our website.** You will be directed to create an online account in our enrollment portal, where you will then be able to track the status of your application file throughout the process.

*The online application form includes a one-time, non-refundable \$100 application fee, which covers the cost of testing and other admission expenses. Once the application form is received, someone from our admission office will contact you to discuss the next steps in the process.*

**As a long-time educator and former Westminster School teacher, I have seen first-hand the incredible difference that a Westminster education can make in the life of a child.** I welcome the opportunity to meet with you and your child(ren) to learn about what you are looking for in a school environment, and to share more about Westminster's time-tested and unmatched approach to delivering a classical education for the 21st century!

With warm regard,

Jori Sapper  
Director of Admission

*Presenting Challenge | Building Character | Instilling Confidence*





Westminster School

# ADMISSIONS FAST FACTS 2024-25

PRESENTING CHALLENGE ~ INSTILLING CONFIDENCE ~ BUILDING CHARACTER

- Founded in 1962; non-profit, non-religious education
- Serving preschool (age 3) - Grade 8
  - ~235 total students
- Average class size: 12 students
- 60% of faculty hold advanced degrees
- Accredited by VAIS; members of NAIS & AISGW

## Westminster. in a few words...



**An advanced, arts-enhanced education...**

Our accelerated curriculum runs 1+ years ahead of public schools, weaving together a traditional, tried-and-true pedagogical approach with modern methods to encourage self-discovery and creativity.



**...guided by dedicated & passionate teachers...**

Our faculty and staff are guided by a common mission and shared philosophy, which are reflected in daily interactions throughout our community.



**...instilling 21st century skills...**

Our approach ensures students have a strong foundation of basic knowledge, along with the practical skills needed to thrive in our modern world.



**...with a focus on strong character & communication.**

Our program is carefully designed to guide every student toward kindness, tolerance, respect, resiliency, and joy in the possibilities of life.



Schedule a tour to learn more!



[www.WestminsterSchool.com](http://www.WestminsterSchool.com)





# **Admission Calendar & Events**

**2024-2025 School Year**

Applicants for 2025-26

## **Admission Events at Westminster School**

- ❖ **Thurs, October 3: Open House @ 9:00 AM** - We look forward to welcoming you to Westminster School for this in-person Open House! This is a wonderful opportunity to witness our school day in action, meet students, teachers, and members of the administrative team, learn more about the curriculum and culture of our school, and get your questions answered. Please register on the website to reserve your spot.
- ❖ **Weds, October 16: Virtual Open House @ 4:00 PM** – An opportunity to learn about the school from the comfort of your home or office! Hear from the admissions team to learn more about the curriculum and culture of the school. Meet a panel of students, teachers, and parents. Time for Q&A! Register on our website to receive the webinar link and reserve your spot.
- ❖ **Tues, November 5: Open House & Teacher Talk @ 9:00 AM** – \*A special opportunity to meet and speak with a selection of teachers about their subject matter, passion for teaching, and Westminster experience in the classroom. Tour the school and get a glimpse of life as a Westminster student!
- ❖ **Thurs, January 9: Open House & Teacher Talk @ 9:00 AM** – Described above\*

---

## **Important Dates & Deadlines**

- ✓ **November 1, 2024**: Online application available for the 2025-2026 school year
  - ✓ **February 21, 2024**: Application files due for first-round candidates. Completed application file includes submission of transcript & supporting documents, teacher recommendations, testing requirements, student visit/shadow day, and completion of parent interview.
    - *Note: Requirements vary by grade. See specific grade requirements for more information.*
  - ✓ **March 7, 2025**: First round of admission decision letters sent out!
  - ✓ **March 21, 2025**: Families notify Westminster School of their enrollment decision.
  - ✓ **April 30, 2025**: Enrollment Contract becomes binding; first tuition payment due.
- 
- ❖ **March - August**: Rolling Admission season begins. Applications received during this time will be considered on a rolling basis, in grades where space permits.
  - ❖ **Year-Round**: School tours, admission testing, classroom visits, and family interviews are available by appointment.

**Contact the Admissions Director, Ms. Jori Sapper, by phone at 703-256-3620 or email at [admissions@westminsterschool.com](mailto:admissions@westminsterschool.com) to schedule an appointment!**

Visit our website to learn more! [www.WestminsterSchool.com](http://www.WestminsterSchool.com)



# Westminster School Admission Checklist

## **Mid-Year Transfers**

Westminster School has rolling admission; we accept students throughout the school year when we have space in a particular grade. If you are interested in applying for a mid-year transfer, please contact us directly to discuss your individual situation. See below for an outline of our general admissions process.

---

## **Admission Schedule**

**Applications for the 2025-26 school year will be accepted starting November 1, 2024 and should be received by February 21, 2025 to be considered in the first round of admission.** Applications received after this date will be considered on a rolling basis, depending on space availability in a particular grade.

- ✓ **Schedule a Tour or Attend an Open House:** Interested parents should schedule a tour or attend an Open House to learn about our school curriculum, philosophy, programs, and admissions process. Dates for these events can be found online on the **Visit Campus** page of our website. Open Houses include a tour of the school, an information session with our administration, and an opportunity for conversation with a panel of current staff, students, parents, and board members. **See the school and have your questions answered!**
  
- ✓ **Apply Online:** The link to our online application can be found on the **How to Apply** page of our website. You will need to create an account with your email address where you will receive a link and a code to begin the application process. You will have access to the Enrollment Portal to check the status of your application file at any time. *The application includes a one-time, non-refundable \$100 application fee.*
  
- ✓ **Submit Supporting Documents:** Once the initial application form has been submitted, we ask that you provide us with the following documents to accompany the application file and help us get to know your child.
  - ✓ **Academic records/transcript** -- Download the Transcript Release Form in the portal.
  - ✓ **Teacher recommendations** -- We request 1-3 teacher recommendations, depending on grade level. All recommendation requests can be accessed through the online portal system. Parents will enter the teacher's email address and the recommendation requests will be sent directly to the teacher who will complete the form and return it to us.

- ✓ **Admission Testing:** Testing of prospective kindergarten - 2nd grade students takes place on campus, by appointment with the admissions office. For students applying to grades 3-7, we ask that you submit a student's recent SSAT or ISEE test scores. Westminster School will provide test registration information and occasional testing accommodations throughout the admission season. Check with our Office of Admission for specific test dates and requirements. *Note: Westminster School does not consider applicants for 8th grade.*
  
- ✓ **Student Shadow Day:** Prospective students will be paired with a Westminster student in their same grade and are invited to attend a full day of school here with us. The shadow day gives candidates an opportunity to interact with their teachers and peers and experience a day in the life of a Westminster student. Candidates are encouraged to actively participate in class and take part in school activities throughout their visit. Teachers will provide feedback, which will be shared with parents in the final stages of the admission process. *Note: Kindergarten applicants are invited to tour the school but do not have a Shadow Day.*
  
- ✓ **Parent Interview:** The parent interview allows our admissions team to get to know you as a family and affords parents the opportunity to ask questions about a particular grade, program, or feature of the school. At this time, we will provide a thorough and up-to-date overview of your child's application file and admissions status.
  
- ✓ **Notification:** Once all steps have been completed and application documents submitted, we thoughtfully review the applicant's file to determine whether your child will be a good fit for Westminster School and would benefit from our programs. Admission decisions are made within two weeks of receiving a candidate's completed application file.
  
- ✓ **Enrollment:** With your admission notification, accepted candidates will be issued an Enrollment Contract and several registration forms through the Enrollment Portal. Once we inform you of our admission decision, we ask that you respond to our offer within two weeks, to save your child's spot in a particular grade. After the two-week period, your child's spot cannot not be guaranteed. **Once the Enrollment Contract with a \$1,500 non-refundable deposit has been received, your child will be officially enrolled!** *Note: The deposit amount will be applied to your first tuition payment.*



# Answers to Frequent Questions

**Why should I send my child to your school?** Westminster offers a superior elementary education based on high curriculum and achievement standards. The rich curriculum, focused academics, and traditional environment of respect, courtesy, responsibility, and warmth provide a significant alternative to the public school system. Kindergarten-2nd grade students get a strong start with a phonics-based reading program, a math program that stresses reasoning and a solid grounding in math facts, hands-on science, an introduction to history and geography, French, music, art, PE, library, and Junior Great Books. The core curriculum for grades 3-8 is enhanced by the addition of STEAM classes, as well as Classical Studies, which trace the history, culture, art, and literature of Western Civilization. Upper school students add Latin, Algebra, and Geometry. An outstanding feature of Westminster is its Drama Program in which all students participate each year. The repeated experience of preparation and public performance helps students develop self-confidence, poise, and self-expression.

**Why do students like your school?** Students enjoy the after-school Athletic Program; the many field trips and special assemblies; the aesthetic environment; the celebrations of curriculum, such as Egyptian Day, Science Week, and Sports Day; the drama presentations; the talent shows; the many clubs, enrichment programs and camps that are offered; and, most of all, the sense of close community and caring possible in a small school.

**Do you offer extended care?** Both morning and afternoon extended care are available. The regular school day is from 8:05 a.m. - 3:10 p.m. (Regular drop-off begins at 7:45 a.m.) Extended care begins at 7:00 a.m. and ends at 6:00 p.m. (with a grace period until 6:15 p.m. for late pick-up). Children may enroll in the full-time extended care or may use the drop-in service on an as-needed basis.

**Do you provide transportation?** Door-to-door bus service is available to many Fairfax County neighborhoods. Many of the remaining families participate in carpools whose organization is facilitated by the school.

**Are there special requirements for admission to your school?** Admission to kindergarten is based on birth date, order of application, and developmental readiness testing. For grades 1-7, admission is based on order of application, the results of a qualifying exam, a writing sample, teacher evaluation, and an interview with parents and child. Westminster School does not admit new students to the 8<sup>th</sup> grade.

**Are you full? How much is tuition?** Most grades usually have some openings for new applicants. The number of openings varies from year-to-year and grade-to-grade. Registration is limited to 18 students (16 in kindergarten) per class, and two classes per grade. Annual tuition ranges from \$29,900 - \$35,146. Various payment plans are offered with discounts

awarded for paying in fewer installments. Financial aid is available; awards are based on need. More information about financial aid is available on the admissions page of our web site.

**How long has your school been established?** Westminster School was established in 1962. It is a fully accredited member of the Virginia Association of Independent Schools (VAIS), the National Association of Independent Schools (NAIS) and is a member of the Association of Independent Schools of Greater Washington (AISGW).

**What is the background of the Head of School?** After 30 years of service to Westminster School, Nancy Schuler was named Head of School in 2021. She is the third Head of School since Westminster's founding in 1962. Prior to becoming Head of School, Mrs. Schuler served as a history teacher, team leader, department chair, summer-camp director, and admissions director. Mrs. Schuler holds a BS in Elementary Education with a concentration in Business Administration and a MEd in Independent School Leadership.

**Are you planning any changes?** Westminster's long-range plans include the addition of a regulation size athletic field and a new wing for the Upper School.





Westminster School

# Tuition and Fee Schedule 2024/2025

## Monthly Payment Plan

Monthly Payments: Apr 30, May 30, June 30, July 30, Aug 30, Sept 30, Oct 30, Nov 30, Dec 30, 2024, Jan 30, Feb 28, Mar 30, 2025

Payment Due Dates	Part time Pre-K 3 yr.	Part time Pre-K 4 yr.	Full time Pre-K 3 yr.	Full time Pre-K 4 yr.	K	1	2	3	4	5-8
Apr.-Mar.	\$1,539	\$1,539	\$1,925	\$1,925	\$2,492	\$2,492	\$2,673	\$2,673	\$2,844	\$2,929
Total Tuition	\$18,464	\$18,464	\$23,095	\$23,095	\$29,900	\$29,900	\$32,071	\$32,071	\$34,123	\$35,146

Automatic FACTS debiting is mandatory for 2024-2025 with automatic re-enrollment

NOTE: Late payment fee of 5% per month applies to payments postmarked more than ten [10] days beyond the due dates.

Preschool pt 8:30am to Noon ft 8:30am to 3:00pm	Four [4] Payment Plan (1% discount)									
	To be paid April 30, July 30, Oct. 30, 2024, Jan. 30, 2025									
Payment Due Dates	Part time Pre-K 3 yr.	Part time Pre-K 4 yr.	Full time Pre-K 3 yr.	Full time Pre-K 4 yr.	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grades 5-8
April 30, 2024	\$4,570	\$4,570	\$5,716	\$5,716	\$7,400	\$7,400	\$7,938	\$7,938	\$8,445	\$8,699
July 30, 2024	\$4,570	\$4,570	\$5,716	\$5,716	\$7,400	\$7,400	\$7,938	\$7,938	\$8,445	\$8,699
Oct. 30, 2024	\$4,570	\$4,570	\$5,716	\$5,716	\$7,400	\$7,400	\$7,938	\$7,938	\$8,445	\$8,699
Jan. 30, 2025	\$4,570	\$4,570	\$5,716	\$5,716	\$7,400	\$7,400	\$7,938	\$7,938	\$8,445	\$8,699
TOTAL	\$18,279	\$18,279	\$22,864	\$22,864	\$29,601	\$29,601	\$31,750	\$31,750	\$33,782	\$34,795

	Two [2] Payment Plan (2% discount)									
	To be paid April 30 & July 30									
Payment Due Dates	Part time Pre-K 3 yr.	Part time Pre-K 4 yr.	Full time Pre-K 3 yr.	Full time Pre-K 4 yr.	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grades 5-8
April 30, 2024	\$9,047	\$9,047	\$11,317	\$11,317	\$14,651	\$14,651	\$15,715	\$15,715	\$16,720	\$17,222
July 30, 2024	\$9,047	\$9,047	\$11,317	\$11,317	\$14,651	\$14,651	\$15,715	\$15,715	\$16,720	\$17,222
Oct. 30, 2024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Jan. 30, 2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$18,095	\$18,095	\$22,633	\$22,633	\$29,302	\$29,302	\$31,430	\$31,430	\$33,441	\$34,443

	One [1] Payment Plan (3% discount)									
	To be paid April 30									
Payment Due Dates	Part time Pre-K 3 yr.	Part time Pre-K 4 yr.	Full time Pre-K 3 yr.	Full time Pre-K 4 yr.	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grades 5-8
April 30, 2024	\$17,910	\$17,910	\$22,402	\$22,402	\$29,003	\$29,003	\$31,109	\$31,109	\$33,099	\$34,092
July 30, 2024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Oct. 30, 2024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Jan. 30, 2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$17,910	\$17,910	\$22,402	\$22,402	\$29,003	\$29,003	\$31,109	\$31,109	\$33,099	\$34,092



# Tuition and Fee Schedule 2024/2025

## FEE SCHEDULE

NO FEES for field trips, textbooks, workbooks, classroom supplies, student photos, student accident insurance, and tuition refund insurance.

## APPLICATION AND TESTING

Applies to new students only, including siblings. Fee covers application processing and testing for entry to K-7 --\$100 non-refundable. For new students to Westminster's preschool, including siblings, the fee is \$50 non-refundable. Westminster's preschool students applying for kindergarten will be considered returning students and not charged the application fee, however, the registration fee still applies.

## REGISTRATION

For each K-8 returning student, during registration period 2/7/24– 2/23/24 - \$250; after 2/23/24 - \$350.  
(Westminster's preschool applicants for kindergarten from 2/7/24 – 2/23/24 - \$250; after 2/23/24 - \$350).

Each registration must also include an enrollment deposit of \$750 (applied to first tuition installment, April 30).

For new K-8 students, \$500 registration fee (non-refundable) and \$1,000 enrollment deposit (applied to first tuition installment, April 30 (non-refundable)).

For returning preschool student, \$200 registration during registration period, \$300 after 2/23/24. Enrollment deposit \$500.

For new preschool student, \$250 registration fee and \$750 enrollment deposit (non-refundable) applied to first tuition installment.

## ENROLLMENT

For all students, reserving a place in a forming grade for 2024-2025 is accomplished by submission of a completed Enrollment Agreement form by the student's parent (s)/guardian (s), and payment of the appropriate registration fee (see above) and the appropriate enrollment (tuition) deposit. Enrollment in FACTS is mandatory. Returning families have automatic re-enrollment.

Enroll in FACTS Management at (<https://online.factsmgmt.com/signin/3QVQ5>).

## PAYMENTS

For the 2024-2025 school year, application fees can be paid by check or PayPal. Registration and enrollment fees may be paid by check, PayPal, FACTS, or Blackbaud when registering. Tuition, bus and extended day payments must be made through FACTS management using automatic debiting, unless selecting the one-payment plan, which may be paid by check.

## DISCOUNTS

PAYMENT PLAN DISCOUNT: Tuition- 1 pmt.-3%; 2 pmts. – 2%; 4 pmts. 1%; monthly – full price.

MULTIPLE STUDENT DISCOUNT: For the second student from the same family, deduct 10%; for the third student (and each additional), 15%; (Percentage is based on full tuition for payment plan and grade of additional student (s).)

## FINANCIAL AID

Note: Limited financial aid funds are available. Recipients must apply each year and complete online applications at <https://sssandtadsfa.my.site.com/schoolportaltads/p>; Westminster's school code is 1941 for the NAIS application. Also required: Submit a copy of your prior year's IRS 1040 tax return directly to Business Manager, Westminster School. Note: Deadline to submit SSS forms is **February 23, 2024**, and 2023 tax returns by **April 18, 2024** in order to have any award applied properly to the first tuition payment in FACTS. **Westminster's preschool students are only eligible for financial aid if they attend full time and have a sibling in K-8.**

All financial information is kept confidential. Call the Business Manager at 703-256-3620 with any questions.





# SCHOOL BUS FEES 2024/2025

Westminster School

## Payment Schedule and Due Dates\*

These amounts listed are quarterly and due before EACH date below:

**April 30      July 30      October 30      January 30**

ZONE	No. of Riders	Round Trip	One Way	ZONE	No. of Riders	Round Trip	One Way
#1	First Rider	\$1,141	\$742	#6	First Rider	\$1,577	\$1,025
	2nd & 3rd Riders/ Each Sibling (15% discount for each)	970	630		2nd & 3rd Riders/ Each Sibling (15% discount for each)	1341	872
#2	First Rider	\$1,197	\$778	#7	First Rider	\$1,664	\$1,082
	2nd & 3rd Riders/ Each Sibling (15% discount for each)	1017	661		2nd & 3rd Riders/ Each Sibling (15% discount for each)	1415	920
#3	First Rider	\$1,256	\$817	#8	First Rider	\$1,779	\$1,156
	2nd & 3rd Riders/ Each Sibling (15% discount for each)	1068	694		2nd & 3rd Riders/ Each Sibling (15% discount for each)	1512	983
#4	First Rider	\$1,389	\$903	#9	First Rider	\$1,895	\$1,232
	2nd & 3rd Riders/ Each Sibling (15% discount for each)	1181	768		2nd & 3rd Riders/ Each Sibling (15% discount for each)	1611	1047
#5	First Rider	\$1,460	\$949	#10	First Rider	\$1,994	\$1,296
	2nd & 3rd Riders/ Each Sibling (15% discount for each)	1241	806		2nd & 3rd Riders/ Each Sibling (15% discount for each)	1695	1102

ZONES are concentric circle distances in air-mile distance from the school, i.e., in a straight line, not in highway miles. Please call the Bus Supervisor at 703-256-3620 to determine which zone you reside in.

**Bus Registration Fee: \$90.00 (non-refundable)**

**A cancellation fee equal to 10% of the full annual cost will be charged for cancellations after April 30.**

\* A late handling fee of 5% per month applies to payments more than 10 days after the due date.



Westminster School

# SCHOOL BUS CLUSTER FEES 2024/2025

---

## CLUSTER STOPS

In addition to offering door-to-door bus service, Westminster School offers eight cluster stops for the 2024-2025 school year. These stops are conveniently located around Northern Virginia and are offered at a discounted rate.

### **Alexandria**

Kingstowne Center  
Kingstowne Blvd. - Zone 6  
\$3,328 round trip per year

### **Burke/Fairfax Station**

Burke Center Shopping Center--Corner of  
Rte. 123 and Burke Center Parkway- Zone 8  
\$3,558 round trip per year

### **Fairfax**

Corner of 50 and Waples Mill Rd.  
Fairfax - Zone 10  
\$3,988 round trip per year

### **Dunn Loring Park**

2540 Gallows Rd.  
Dunn Loring - Zone 3  
\$2,512 round trip per year

### **McLean**

Dolley Madison Library- Zone 7  
1244 Oak Ridge Ave.  
\$3,328 round trip per year

### **Arlington**

1st Street N.  
Arlington Forest Shopping Center- Zone 6  
\$2,512 round trip per year

### **Vienna**

Jim Scott Recreational Center  
3001 Vaden Dr.-Zone 6  
\$3,328 round trip per year

15% discount for each sibling



Westminster School

# Westminster School Preschool – 8<sup>th</sup> Grade

## EXTENDED CARE PROGRAM SUMMARY

---

The Extended Care Program Agreements on page 3 must be signed by both parents/guardians and returned in hard copy (for all grades, including preschool).

Westminster School offers a comprehensive Extended Care Program to families with children in all grades, \*Preschool-8. The program is divided into two full-time components—Early Care (before school) and After-School Care (Preschool-8) - with Drop-In options for each. General program descriptions, policies, fees, and enrollment agreements are given below.

### EARLY CARE

Hours of Operation: 7:00 – 7:45 a.m., Monday – Friday, on every school day (including half days).

- There is no Early Care or when school is canceled due to inclement weather or emergency response.
- In general, in case of delayed school opening, Early Care will open according to the following schedule: 2 hour delay – 9:00 a.m. Occasionally, it may be advisable to cancel Early Care due to severe weather conditions. Such decisions will be included in school announcements.

Program Description: Early Care (a state-licensed extended-day program) provides safe and enjoyable morning care prior to regular school hours. Supervised activities and free play take place in designated classroom(s). Fees and other requirements are shown below.

### DROP-IN EARLY CARE

Early Care is also available daily on a drop-in basis. Fees and other requirements are shown below.

### AFTER-SCHOOL CARE

Hours of Operation: For grades K-8: 3:15 – 6:00 p.m. For preschool: 3:00 – 6:00 p.m. Monday – Friday, on every full day of school. (Children must be picked up by 6:00 PM. A late fee will be assessed beginning at 6:01 p.m. and will increase incrementally as listed below\*) There is no After-School Care on half-days, holidays, when school is canceled or dismissed early due to inclement weather or emergency response, or when all after-school activities are cancelled due to inclement weather or emergency response. Occasionally, it may be advisable to close Westminster School, including After-School Care, by 4:30 p.m., due to late-developing inclement weather or emergency response. Such decisions will be included in school announcements.

Program Description: After-School Care (a state-licensed extended day program) is a safe, enjoyable program of on-site, after-school care which provides a fun, wholesome break from the school-day routine while also supporting the structure of the Westminster program. After-School Care activities may take place in classrooms, playground, gym, and theater. The daily schedule includes homework/quiet time, wholesome snack and drink, and a variety of activities, including outdoor play, arts and crafts, board games, library/story time, etc. Fees and other requirements are shown below.

### DROP-IN AFTER-SCHOOL CARE

Hours of Operation: For grades K-8: 3:30 – 6:00 p.m., For preschool: 3:00 – 6:00 p.m. Monday–Friday on every full day of school.

Program Description: Participants join in the schedule and activities of regular After-School Care, including activities and snack. (Payment is due at time of service.) Fees and other requirements are shown below.

**\*LATE PICKUP POLICY - Fees per child:**

6:01 p.m.- 6:15 p.m. \$25.00; 6:16 p.m.- 6:30 p.m. \$50.00;  
6:31 p.m.- 6:45 p.m. \$100.00; 6:46 p.m.- 7:00 p.m. \$150.00

**EXTENDED CARE PROGRAM FEES 2024-2025**

<b>Program</b>	<b>Annual Fee</b>	<b>Payment Options / Discounts / Pro-Rating &amp; Refunds</b>
<b>Early Care (Preschool-8)</b>	\$2,150.00 (Registration fee: None)	<ul style="list-style-type: none"> <li>• May be paid in full on April 30 (\$50.00 discount).</li> <li>• May be paid in increments of \$537.50 each, due with tuition payments on April 30, July 30, October 30, and January 30.</li> <li>• Sibling discounts: 2<sup>nd</sup> student – deduct 10%; 3<sup>rd</sup> student (and each additional) – deduct 15%.</li> <li>• Fees are pro-ratable for students entering the program during the school year.</li> <li>• A withdrawal penalty equal to 10% of the full annual cost will be charged for withdrawals after April 30.</li> </ul>
<b>Drop-In Early Care</b>	\$18/day flat fee	<ul style="list-style-type: none"> <li>• Payment in full is due at the time of service.</li> </ul>
<b>After-School Care (K-8)</b>	\$4,635.00 (Registration fee: None)	<ul style="list-style-type: none"> <li>• May be paid in full on April 30 (\$100.00 discount).</li> <li>• May be paid in four increments of \$1,158.75 each, due with tuition payments on April 30, July 30, October 30, and January 30.</li> <li>• Sibling discounts: 2<sup>nd</sup> student – deduct 10%; 3<sup>rd</sup> student (and each additional) – deduct 15%.</li> <li>• Fees are pro-ratable for students entering the program during the school year.</li> <li>• A withdrawal penalty equal to 10% of the full annual cost will be charged for withdrawals after April 30.</li> </ul>
<b>Extended Day (Preschool)</b>	\$4,200.00 (Registration fee: None)	<ul style="list-style-type: none"> <li>• A withdrawal penalty equal to 10% of the full annual cost will be charged for withdrawals after April 30.</li> </ul>
<b>Drop-In After-School Care</b> (A yellow note requesting Drop-In After-School Care must be submitted to the student's homeroom teacher by 8:15 a.m. on the day of service.)	<u>Pre-notification</u> (by 8:30 a.m. on the day of): <b>\$18/hour</b> or partial hour. <u>Late notification</u> (after 8:30 a.m.): <b>\$21/hour</b> or partial hour.	<ul style="list-style-type: none"> <li>• Payment in full is due at the time of service.</li> <li>• Acceptable forms of payment are Visa, MasterCard, or personal checks payable to Westminster School.</li> </ul> <p><u>Note:</u> Half-day preschool students who are not picked up by 12:15 p.m. will be taken to preschool drop-in care and regular drop-in fees will apply.</p>



## **Westminster School**

### **HIGH SCHOOL ATTENDANCE OF WESTMINSTER GRADUATES**

*The following is a list of local schools where three or more Westminster graduates have attended in the last 10 years. Many Westminster students also choose to attend local public schools (other than TJHSST). Those who do so usually enter an Advanced Placement (AP) or International Baccalaureate (IB) program.*

<b><u>High School</u></b>	<b><u>Number of Graduates Attending from 2013-2023</u></b>
Flint Hill School	47
Bishop O'Connell	23
St. Stephen's St. Agnes	22
Thomas Jefferson High School for Science and Technology	15
Bishop Ireton	11
Potomac School	7
The Madeira School	6
Woodberry Forest	5
Paul VI	4
St. Anselm's Abbey School	4
St. John Paul the Great	4
Bullis School	3
Gonzaga College High School	3
Meridian High School	3

**College Attendance of Westminster School Graduates**  
**2006-2023**

After graduating from Westminster School, all our graduates continue their education at either area private schools or in AP or IB programs in area public schools. After high school, on average, 93% of graduates report to Westminster their college destinations. The list below represents those reported since 2006.

American Intercontinental University—London	Georgetown University	Old Dominion University	University of Kentucky
Amherst College	George Washington University	Oxford University	University of Mary Washington
Barnard College	Emory University	Penn State University	University of Maryland
Boston College	Franciscan University	Princeton University	University of Miami
Boston University	Fordham University	Queen’s University, Kingston, Ontario	University of North Carolina, Chapel Hill
Brown University	Greensboro College	Randolph-Macon College	University of Nevada
Brigham Young University	Georgia Southern University	Rice University	University of Pittsburgh
Butler University	Gettysburg College	Roanoke College	University of Rochester
Carnegie Mellon	Hampden-Sydney College	Rollins College	University of Richmond
Central Florida University	High Point University	Salem College	University of South Carolina, Columbia
Christopher Newport University	Indiana University	Savannah College of Art and Design	University of Victoria
Clemson University	James Madison University	Smith College	University of Virginia
Coastal Carolina University (Marine Science)	Loyola University (New Orleans)	Spelman College	University of Washington
College of Charleston	Lynchburg College	Temple University	University of West Virginia
College of William and Mary	Marietta College	Texas Christian University	University of Wisconsin
Columbia University	Marshall University	Trinity College	Virginia Commonwealth University
Dartmouth College	McDaniel College	Tufts University	Virginia Military Institute
Denison University	McGill University	United States Naval Academy	Virginia Polytechnic Institute and State University
Dick	Miami University	University of Alabama	Virginia Tech
Duke University	Michigan State University	University of California, Los Angeles	Wake Forest University
East Carolina University	Northeastern University	University of California, Santa Barbara	Washington and Lee University
Eckerd College	Northwestern University	University of Colorado at Boulder	West Point
Elon University	New York University	University of Chicago	West Virginia University
George Mason University	Ohio State	University of Georgia	Yale University



## Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

To set up your FACTS agreement, visit your school's website and locate the FACTS link, or go to <https://online.factsmgmt.com>

### FACTS CONFIRMATION NOTICE

Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

### Frequently Asked Questions

- **Is my information secure?**  
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com/Security-Compliance](https://factsmgmt.com/Security-Compliance).
- **When will my payments be due?**  
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- **What happens when my payment falls on a weekend or a holiday?**  
Your payment will be processed on the next business day.
- **What happens if a payment is returned?**  
Returned payments may be subject to a FACTS returned payment fee. Watch for a returned payment notice for additional information.
- **How do I make changes once my agreement is on the FACTS system?**  
Changes to your address, phone number, email address, or banking information can be made at [Online.FACTSmgt.com](https://online.factsmgmt.com) or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. **All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.**
- **What is the cost to set up a payment plan?**  
If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

### FACTS CUSTOMER SERVICE

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. **To view your payment plan details, log in to your FACTS account at [Online.FACTSmgt.com](https://online.factsmgmt.com). Customer Care Representatives are also available to assist you 24/7.**

[Online.FACTSmgt.com](https://online.factsmgmt.com)





# Westminster School

## 2024 – 2025 Basic School Calendar

- 
- |  |   |
|--|---|
| ▪ New Staff Orientation  | August 21 - 23, 2024  |
| ▪ Staff Orientation  | August 26 – 30  |
| ▪ Labor Day  | September 2   |
| ▪ Opening Day – 12:15 p.m. dismissal for students                          | September 3 ( <i>No ASCP</i> )  |
| ▪ Meet-the-Teachers Night  | September 5   |
| ▪ Columbus Day / Indigenous Peoples' Day–<br><i>School closed</i>          | October 14  |
| ▪ Teacher Workday (half day) – 12:15 p.m.<br><i>dismissal for students</i> | November 1 ( <i>No ASCP</i> )   |
| ▪ Staff Professional Development – <i>School closed</i>                    | November 4  |
| ▪ Parent/Teacher Conferences – <i>School closed</i>                        | Nov 13, Nov 20 ( <i>childcare available</i> )                                     |
| ▪ Fall Break – <i>School closed</i>  | November 27 – 29 ( <i>School resumes 12/2/24</i> )                                |
| ▪ Winter Break – <i>School closed</i>                                      | Dec 20- (12:15 p.m. dismissal) - Jan 5, 2025<br>( <i>School resumes 1/06/25</i> ) |
| ▪ Martin Luther King, Jr., Day – <i>School closed</i>                      | January 20  |
| ▪ Teacher Workday – <i>School closed</i>                                   | January 27  |
| ▪ Presidents' Day – <i>School closed</i>                                   | February 17   |
| ▪ Parent/Teacher Conferences – <i>School closed</i>                        | March 5, March 12 ( <i>childcare available</i> )                                  |
| ▪ Teacher Workday – <i>School closed</i>                                   | March 28  |
| ▪ Spring Break – <i>School closed</i>                                      | March 29 – April 7 ( <i>School resumes 4/08/25</i> )                              |
| ▪ Memorial Day Observed – <i>School closed</i>                             | May 26  |
| ▪ Teacher Workday – <i>School closed</i>                                   | June 6  |
| ▪ Last Day – 12:15 p.m. dismissal for students                             | June 12 ( <i>No ASCP</i> )  |
| ▪ Graduation   | June 12, 6:00 p.m.  |
| ▪ Last Day for Teachers  | June 13   |

**Five weather days are accounted for in the school calendar and do not have to be made up. If the total number of closures exceeds five days, school will take place on a distance-learning basis.**



## To Students and Families Applying to Washington-Area Independent Schools for Admission in 2025-2026

To promote a fair and transparent admission process, the member schools of the Association of Independent Schools of Greater Washington (“AISGW”) have established the following guidelines for working with families and students applying to their schools. All AISGW schools and applicant families are expected to abide by these guidelines.

Schools should make clear to applicants all dates pertaining to admission and re-enrollment. AISGW recommends the following timeline:

- **Notification Date** - Notification of admission decisions shall be *the first Friday in March (March 7, 2025)*. Electronic notification, which includes email, telephone, on-line portal or any other form of instant notification, shall not occur before 4 pm. Letters may be placed in the U.S. mail any time on the first Friday in March.
- **Registration/Reply Date** - Enrollment contracts for newly admitted students are due back to the school *no earlier than the third Friday in March (March 21, 2025)*, or two weeks from the date of notification.
- **Tuition Binding Date** - Enrollment contracts for newly admitted and re-enrolling students are *binding as of 4:00 pm on June 1*. This means that schools may not release the tuition obligation of a family that has already enrolled unless the family notifies the school of its decision to enroll elsewhere by 4:00 pm on June 1. If June 1 falls on a weekend, the binding date shall be 4:00 pm on the immediately preceding Friday.

Upon receipt of an application, member schools of AISGW presume that if an applicant is currently enrolled at another independent school, the applicant’s family already has notified that school of an intention to apply elsewhere in the independent school community.

An AISGW member school will not accept a student from another AISGW school without receipt of appropriate records directly from the student’s present school. Families are required to request the relevant records (i.e., transcripts) from their current school as part of the application process.

Families should inform all independent schools to which they have applied if and when they no longer seek admission to the schools for the coming academic year.

Families should not submit an enrollment deposit at more than one school.

With respect to financial aid, families should note the following:

- A family’s aid shall be provisional until all requested documentation is submitted
- Schools and families shall not engage in discussions regarding other schools’ awards for purpose of bargaining for students to the extent such discussions could lead to awards that exceed demonstrated need
- With respect to merit-based aid, such awards and the criteria for receiving them shall be published by the school in its admission materials and/or on its website

### AISGW Member Schools

The Academy of the Holy Cross	Episcopal High School	Landon School	The River School
Aidan Montessori School	Evergreen School	The Langley School	St. Albans School
Alef Bet Montessori	The Field School	Little Folks School	St. Andrew’s Episcopal School
Barrie School	Flint Hill School	Loudoun Country Day School	St. Anselm’s Abbey School
Beauvoir, the National Cathedral Elementary School	Foxcroft School	Lowell School	St. Columba’s Nursery School
Bishop John T. Walker School for Boys	Friends Community School	The Madeira School	St. John’s College High School
Bishop McNamara High School	Georgetown Day School	Maret School	St. Patrick’s Episcopal Day School
Bullis School	Georgetown Preparatory School	Mater Del School	St. Stephen’s & St. Agnes School
Burgundy Farm Country Day School	Georgetown Visitation Preparatory School	McLean School	Sandy Spring Friends School
Butler Montessori	German International School Washington D.C.	Milton Gottesman Jewish Day School of the Nation’s Capital	San Miguel School
Capitol Hill Day School	Gonzaga College High School	National Cathedral School	Sheridan School
Charles E. Smith Jewish Day School	Grace Episcopal Day School	National Child Research Center	Sidwell Friends School
Commonwealth Academy	Grace Episcopal School	National Presbyterian School	Stone Ridge School of the Sacred Heart
Concord Hill School	Green Acres School	The Nora School	The Tidewater School
Congressional School	Green Hedges School	Norwood School	Washington Episcopal School
Connelly School of the Holy Child	The Harbor School	Oakwood School	Washington International School
The Diener School	The Heights School	Parkmont School	Washington Jesuit Academy
Edmund Burke School	The Hill School	The Potomac School	Washington School for Girls
	Holton-Arms School	The Primary Day School	Washington Waldorf School
	The Lab School of Washington		Westminster School
			The Woods Academy