

Bethlehem Preschool & Day Care
ADMISSION POLICY

Bethlehem Preschool is open to all children, and their families, regardless of race, creed, color, or nationality who desire a Christ-centered program.

PROCEDURES FOR ENROLLMENT

The child must be a minimum of two years old.

A registration fee will be paid at the time of pre-enrollment, for both new and returning students. The fee will accompany the application forms. The registration fee is **non-refundable** and must be paid at the time of application.

Application forms to be completed are:

Enrollment application	Identification and Emergency Information (LIC700)
Admission Policy	Physician's Report (LIC701)
Notification of Parent's Rights (LIC995)	Immunization Record/TB clearance (LIC701)
Personal rights (LIC613A)	Pre-admission Health History (LIC702)
Parent Handbook Statement of Acknowledgement	Consent for Emergency Medical Treatment (LIC627)

During our tour we will discuss the goals, philosophies and policies of the school and parents may share information regarding their child.

At any time, if it is determined that our staff and or our program are unable to meet your child's needs, you will be given a two-week written notice to find a facility that better suits you or your child's needs.

Along with a non-refundable registration fee, monthly tuition fees are required. Tuition is due on the first day of each month and delinquent by the 11th day of that month. A \$25.00 late fee will be assessed after that date.

When a child is dropped off in the morning and picked up in the afternoon, by state law, the responsible party shall sign their full name. If, during a site inspection by Social Services, they find an improper signature and levy a penalty, the responsible party may be liable for that penalty.

Our facility is open Monday through Friday from 6:30am to 6:00pm. We are closed on the following days:

Labor Day	New Year's Day
Veterans Day	Martin Luther King Jr. Day
Thanksgiving Day	Presidents Day
Day after Thanksgiving	Good Friday
Christmas Day	Memorial Day
Christmas Break (dates to be announced)	Independence Day

Parents are responsible to pay for all school closures except for Christmas Break

Signature

Date

Student Name

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