

BETHEL LEARNING CENTER

Registration Information

School Year: Bethel Learning Center will open for student attendance on the day after Labor Day and will close on the Friday before graduation as stated below.

School Day: The school day begins at 8 a.m. and ends at 11 a.m. Every child must be picked up promptly at 11 a.m. If it becomes necessary to pick your child up later than 11 a.m., please notify the teacher by calling 972-0908 or 972-3473. A fee (\$5.00 for each 15 minutes) will be charged when a child is left past 11:15 a.m. or if there is a continuous late problem.

Graduation Ceremony: Graduation will be the 3rd Sunday night in May.

Requirements:

1. Tuition fees are to be paid as stated in the financial agreement. **All checks written to the Bethel Learning Center need to be written in blue or black ink.** Our tax identification number is 57-6072044.
2. The child should be enrolled for the **ENTIRE** school year. However, if it becomes necessary to withdraw your child, we require **one month's notice** so we can fill the vacancy. If a child is absent for two full calendar weeks, and we are not contacted, then Bethel Learning Center reserves the right to fill the vacancy.
3. A medical report of the child's current record of immunizations must be provided by the parent. Children are to be kept at home when they show any of the following symptoms: sore throat, fever (temperature 100 degrees or higher), rash, earache, headache, etc. Parents will be notified if their child is not well during school hours. Parents are asked to either write a note or tell the teacher daily situations which might affect the child's behavior.
4. The child is not to bring food or toys from home unless requested.
5. The child **must be potty trained**, (except for the 2-year-olds).

School Closings: Holidays observed by the Learning Center are Thanksgiving, Christmas, and Easter (spring break). The length of time for the holidays corresponds to the number of days allowed in the Oconee public schools. There may be other days during the year we will be closed depending on the schedule determined by the Oconee School District. We follow the same calendar as the public schools except for our beginning and ending dates. For closings due to hazardous weather conditions, tune to WGOG (101.7 FM) or WSNW (1150 AM). If there is a two-hour delay in public school, we will **not** have school that day. If there is a one-hour delay, we **will** have class that day.

Enrollment: Bethel Learning Center reserves the right to deny admission or drop from the roll any pupil who represents a continual problem for the other pupils or the teacher. Please complete the attached registration form and financial obligation agreement and return them with the registration fee to Bethel Learning Center, 160 Bethel Church Road, Westminster, SC 29693. Your signature is required on both the registration form and the financial agreement form. Your receipt for the registration fee will serve as a confirmation that your child is registered.

Keep this page for your records.

Bethel Learning Center

TUITION:

2-year olds—2 days per week (Tues. and Thurs.)	\$75.00 per month
3-year olds—3 days per week (Mon., Wed., Fri.)... ..	\$95.00 per month
3-year olds—5 days per week (Mon. through Fri.).....	\$110.00 per month
4-year olds—3 days per week (Mon., Wed., Fri.).....	\$95.00 per month
4-year olds—5 days per week (Mon. through Fri.).....	\$110.00 per month

For a child to be enrolled in the 2-year-old class at Bethel Learning Center, the date of his/her 2nd birthday must be September 1 or before. For a child to be enrolled in the 3-year-old class, the date of his/her 3rd birthday must be September 1 or before. For a child to be enrolled in the 4-year-old class, the date of his/her 4th birthday must be September 1 or before.

An updated immunization record **MUST** accompany each registration form by **SEPTEMBER 1**. We must have a copy of the D-HEC form. The pink cards are not acceptable.

Registration fee (**non-refundable**) for each child.....**\$85.00**
(The registration fee is **\$75.00** if you register by April 1.)

Snack fee (**non-refundable**) due in September for the year

2-day students.....	\$35.00
3-day students.....	\$40.00
5-day students.....	\$50.00

Bethel Learning Center is a non-profit organization. Bethel Baptist Church graciously provides fine facilities for the center. Our only sources of revenue are registration fees, monthly tuition payments, fundraisers, and donations. To meet monthly employee salary payments and expenses, it is imperative that each customer understand the importance of paying the monthly tuition, and adhere to the following financial agreement. **Also, all checks written to the Bethel Learning Center need to be written in blue or black ink.**

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_____ 2-year old 3-year old 4-year old
Last First Middle (circle one)

Bethel Learning Center Financial Agreement

PLEASE RETURN THIS PAGE

As the legal guardian of _____, I understand and agree to comply with the following financial requirements of Bethel Learning Center:

1. I will pay all monthly tuition fees by the first scheduled attendance day of each month. If I have not paid the tuition by the third attendance day in the month, I understand I will pay a \$5.00 late fee. If I have not paid after 6 attendance days, I will pay a \$10.00 late fee. If the tuition is not paid in a reasonable amount of time, my child will not be allowed to attend until payment is made in full.

2. I understand that I owe a monthly tuition fee for each month my child is enrolled in the Learning Center, and that this fee is due regardless of my child's presence or absence. I understand that my child is considered enrolled for the entire year unless I give written notice of withdrawal to the teacher one month prior to the last day of attendance. **If this notice is not received, you will be charged for one month's tuition.**

TUITION: (circle your option)

2-year olds—2 days per week (Tues. and Thurs.)	\$75.00 per month
3-year olds—3 days per week (Mon., Wed., Fri.).....	\$95.00 per month
3-year olds—5 days per week (Mon. through Fri.).....	\$110.00 per month
4-year olds—3 days per week (Mon., Wed., Fri.).....	\$95.00 per month
4-year olds—5 days per week (Mon. through Fri.).....	\$110.00 per month

Note: These requirements are necessary to keep Bethel Learning Center financially sound. The materials, equipment, costs, etc. are estimated on the revenue you will be paying when you enroll your child for the entire year. Budgets are set, and plans are made on the combined tuition of registered students. Salaries and bills cannot be paid unless we have your full cooperation. Thank you for your assistance in this matter.

I have read and understand this financial agreement, and my financial obligation to Bethel Learning Center.

Date

Signature of parent or legal guardian

Bethel Learning Center Registration Form

Full Name _____
First Middle Last (Name your child is called)

Address _____ City _____ State _____ Zip Code _____

Home phone _____ Sex M F Age _____ Birthday: Month _____ Day _____ Year _____

Email address _____ Family's church _____

Mother's full name (first, maiden and last) _____ cell phone _____

Occupation _____ name of employer _____ work phone _____

Father's full name _____ cell phone _____

Occupation _____ name of employer _____ work phone _____

Legal Guardian's full name (if other than parent) _____ cell phone _____

Occupation _____ name of employer _____ work phone _____

Name and relationship to student of all persons living in the home: **(List all)**
Name Relationship to child Date of birth

(1) _____

(2) _____

(3) _____

(4) _____

Use back of paper if needed to list additional persons

Known Allergies & Symptoms

Child's Doctor _____ phone # _____ address _____

Child's Dentist _____ phone # _____ address _____

Please list (in order of preference) **name, address and phone** of persons we should contact in an emergency.

(1) Name _____ phone #'s _____ address _____

(2) Name _____ phone #'s _____ address _____

(3) Name _____ phone #'s _____ address _____

List below those persons (other than parents) who are authorized to pick up your child from school. **We assume either parent can pick up his/her child. If this is not correct, you must provide a copy of legal documents giving us authority to prevent your child from being picked up by unauthorized relatives.**

(1) Name _____ phone #'s _____ address _____

(2) Name _____ phone #'s _____ address _____

(3) Name _____ phone #'s _____ address _____

How did you find out about Bethel Learning Center?

Please sign below to confirm that you understand all of the information provided by Bethel Learning Center and will comply with all regulations.

Signature of parent or legal guardian

Date