

Class Days - Monday Tuesday Wednesday 9:30 – noon 9:30 – 2:00  
(Parents, please circle that which applies to your child)

**BETHANY LEARNING CENTER - ENROLLMENT FORM**

2010-2011 school year

Child's Name \_\_\_\_\_ Male \_\_\_ Female \_\_\_ Today's date \_\_\_\_\_  
Name child goes by \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_

Street \_\_\_\_\_ City / State \_\_\_\_\_ zip \_\_\_\_\_  
Housing Addition \_\_\_\_\_ Nearest major intersection \_\_\_\_\_

Father's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Father's Business \_\_\_\_\_ SSN \_\_\_\_\_ Work Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_ Cell/other Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Mother's Business \_\_\_\_\_ SSN \_\_\_\_\_ Work Phone \_\_\_\_\_  
E-Mail address \_\_\_\_\_ Cell/other Phone \_\_\_\_\_

Brothers and Sisters (please indicate if they DO NOT live with the student)

\_\_\_\_\_ DOB \_\_\_\_\_ DOB \_\_\_\_\_  
\_\_\_\_\_ DOB \_\_\_\_\_ DOB \_\_\_\_\_

Please list anyone else that lives with the child \_\_\_\_\_

Pets \_\_\_\_\_ Fears \_\_\_\_\_  
Food Allergies \_\_\_\_\_

In order to be supportive to the students needs please list any other information that may be of assistance to our staff (i.e. recent death in family, new baby, recent divorce, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a church affiliation? If yes, where? \_\_\_\_\_

Who is authorized to pick up your child? **Please be specific.**

	Name	Relationship to child	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

How did you learn of Bethany Learning Center? \_\_\_\_\_

\*A custodial parent/guardian must present the proper legal documents to the director to prevent a non-custodial parent from having access to the student.  
\*A current immunization record must be filed in preschool office before enrollment is complete. Student may NOT attend any class until immunizations are current according to the vaccine requirements in the Parent Handbook.  
\*Changes made after initial date of enrollment are assessed a \$10 fee. See Financial Agreement.

**Bethany Learning Center - Emergency Form**

Child's Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Whom shall we call in case of emergency and parents cannot be reached?

- 1. Name \_\_\_\_\_ phone \_\_\_\_\_  
Relationship to child \_\_\_\_\_ cell / other phone \_\_\_\_\_
- 2. Name \_\_\_\_\_ phone \_\_\_\_\_  
Relationship to child \_\_\_\_\_ cell / other phone \_\_\_\_\_

**In case of emergency**, I do hereby authorize that my child \_\_\_\_\_ be transported by ambulance if necessary, at my expense, to the emergency room after sufficient efforts have been made to contact the parents. Authorization is given to render any medical, dental, or diagnostic treatment necessary, at my expense. This consent shall remain in effect during the 2010-2011 school year.

Date \_\_\_\_\_ Signature of parent / legal guardian \_\_\_\_\_

Minor's physician \_\_\_\_\_ phone \_\_\_\_\_

Minor's allergies \_\_\_\_\_

Minor's existing medical conditions and medications: \_\_\_\_\_

**HEALTH AND DEVELOPMENTAL INFORMATION**

- 1. Is this child taking any medication regularly? What and why? \_\_\_\_\_  
\_\_\_\_\_
- 2. What hearing, vision, speech, or physical concerns do you have for your child?  
\_\_\_\_\_
- 3. What developmental delays/concerns do you have? \_\_\_\_\_  
\_\_\_\_\_
- 4. Is your child toilet trained? \_\_\_\_\_ Are you currently in the process of toilet training your child? \_\_\_\_\_ If yes, when did you begin? \_\_\_\_\_
- 5. Is there special vocabulary we should know that pertains to the child's needs?  
\_\_\_\_\_
- 6. Has your child ever been assessed by public schools? If yes, please explain the findings of the school. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7. Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Bethany Learning Center – Financial Agreement

### Policies:

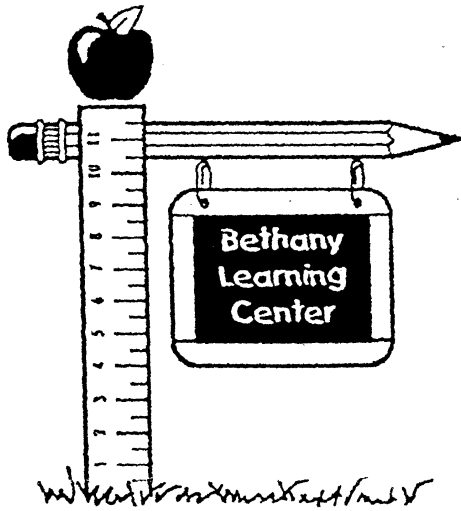
1. I agree to comply with the rules and regulations of Bethany Learning Center regarding fees, withdrawals, health, parking and other items as specified in the Parent's Handbook available at the preschool and understand that my child's space may be terminated if I disregard the rules and regulations of BLC.
2. The registration fee, immunization record and completed enrollment forms conclude the registration process and assures your space in the class until August 1. The fee is NON-REFUNDABLE. Changes in your enrollment (days or times) made after initial enrollment may be made for a \$10 fee for each change.
3. The first monthly tuition payment is due on **August 1, 2010** and considered late after August 5. That payment will be applied to **May, 2011**. Tuition is due on the 1<sup>st</sup> of every month thereafter and subject to a 10% late fee after the 5<sup>th</sup> of each month. Tuition may be paid in the office during school hours or by mail. Upon your request other payment arrangements may be made with approval of BLC administration.
4. There is NO reduction in tuition for absences (for ANY reason) or cancellation of classes due to inclement weather. The total number of school days for the year has been divided into nine equal payments.
5. Once tuition payments are started there are NO REFUNDS. A one month notice (written) or one month's tuition is payable upon withdrawal from school before the school year ends. A one month notice will allow BLC to apply the prepaid May tuition to the last month you are here provided your last month is before March 1. **Withdrawals on or after March 1 forfeits the May tuition regardless of prior notice.**

### FEES:

1. A fee of 10 % of your monthly payment will be assessed to payments not received in the preschool office by the close of school on the 5<sup>th</sup> of each month or the nearest proceeding school day should the 5<sup>th</sup> fall on a day that school is not in session. Tuition will be accepted any day classes are in session or by mail. **Tuition payments cannot be accepted in the Bethany Church office at any time.**
2. A late fee will be due upon pickup of your child if he/she is in the office after dismissal. The student will be brought to the office 5 minutes past dismissal time. The rate of assessment is \$1 for every 5 minutes or portion thereof. On the third late pickup the assessment will double to \$2 for every 5 minutes or portion thereof. The student may not return to class until the late fee is paid.
3. A fee of \$20 will be assessed for returned checks.
4. Enrollment for the NEXT school year will not be accepted until all fees and assessments have been paid.  
*Failure to pay a fee by the next month's tuition may result in dismissal*

***I have read and agree to abide by the above stated policies.***

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_



100 N. Olive  
Broken Arrow, OK 74012  
252-1873  
FAX 252-5586

## 2's

While we recognize that each child may not master each concept or skill by the end of the school year. The staff of Bethany Learning Center will present and encourage the following for the two year old students:

### LANGUAGE ARTS CONCEPTS:

1. Is able to confidently state name and age
2. Identifies the following colors:
  - red
  - blue
  - black
  - green
  - yellow
3. Participates in simple songs, rhymes, chants including ABC song

### MATH CONCEPTS:

1. Can identify square and circle
2. Can count orally 1 - 5
3. Can demonstrate the ability to count up to three items correctly

### SCIENCE CONCEPTS:

1. Observe and identify characteristics of weather (hot/cold, windy, rainy, snowy, cloudy)
2. Classifies by person, animal, or object

### SOCIAL STUDIES:

1. Can identify each person living in his/her house
2. Is an eager participant in the following holidays and concepts:
  - Thanksgiving - giving thanks to God
  - Christmas - the birth of Christ / giving to others
  - Valentine's Day - love and respect of your friends
  - Easter - a time of renewal / spring
  - Mother's day / Father's day - love and show love to parents
  - Child's birthday - celebration of life and growing
3. Recognizes the American Flag and enjoys songs about our country

#### PHYSICAL DEVELOPMENT:

Large Motor Skills: Demonstrates the ability to walk, run, jump, crawl, hop

Small Motor Skills:

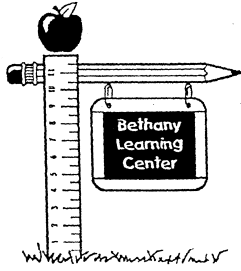
1. Is eager to use markers, crayons, paintbrush, glue, and scissors
2. Is eager to stack blocks and other small building toys
3. Is eager to independently dress and undress in costumes

#### PERSONAL AND SOCIAL BEHAVIOR:

1. Works / plays independently or alongside classmates with ease
2. Is able to identify when he/she needs to use the bathroom
3. Shows comfort in the classroom within 10 - 15 minutes of separating from parents
4. Respects the teacher as the authority in the classroom and demonstrates respect of teacher and others by using words rather than hitting / biting / pinching / yelling, etc
5. Is generally happy and sociable and eager to be with friends

#### SPIRITUAL CONCEPTS:

1. Recognizes that we love God and He loves us
2. Recognizes that God gives us all that we have and that we show thanks through prayer
3. Acknowledges that we know about God through the Bible
4. Can recall the Bible stories of Creation, Jonah and the Whale, and the birth of Christ
5. Can sing 3 or more songs about God and His love



## Bethany Learning Center

100 N. Olive

Broken Arrow, OK 74012

252-1873 (FAX252-5586)

2010-2011 preschool classes for 2's  
(children born between September 2, 2007 and September 1, 2008)

1. \_\_\_\_ Monday 9:30 – 2:00 \$120/month#
2. \_\_\_\_ Tuesday 9:30 – 2:00 \$120/month#
3. \_\_\_\_ Wednesday 9:30 – 2:00 \$120/month#

Options 1, 2, and 3 are 10 students minimum and 12 students maximum to two teachers

# Price for one day a week.

Each additional day is ½ price (\$60) a month.

4. \_\_\_\_ Monday 9:30 – noon \$80/month\*
5. \_\_\_\_ Tuesday 9:30 – noon \$80/month\*
6. \_\_\_\_ Wednesday 9:30 – noon \$80/month\*

(Options 4, 5 and 6 are 6 students minimum and 8 students maximum to one teacher)

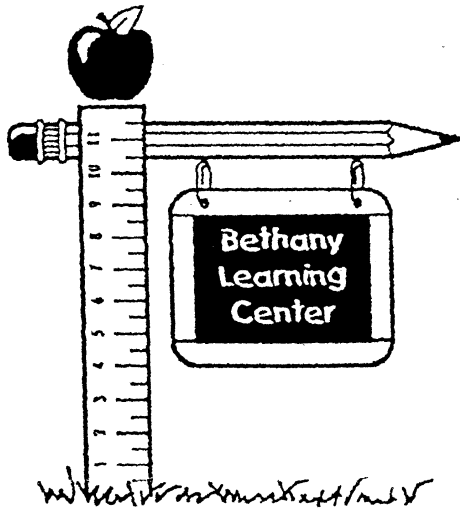
\* Price for ONE day a week.

Each additional day is ½ price (\$40) a month.

**Bethany will follow Union Public School's calendar.**

Enrollment will be accepted from March 22, 2010 – March 1, 2011 as space is available.  
Enrollment is complete with \$60 paid nonrefundable registration fee, current immunization record and completed enrollment forms.

The week previous to Labor Day the students will have the opportunity to meet their teacher when she visits the home **AND** Open House on Wednesday, 9:30 – 10:30 a.m.



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## Supply List for 2's

- |                                |  |
|--------------------------------|--|
| 8 count                        | Jumbo Crayola Crayons (the fat ones)                                     |
| 1 count                        | Jumbo glue sticks (the fat ones)   |
| 1 count                        | Clorox Wipes   |
| 1 count                        | Clorox Anywhere Hard Surface Spray                                       |
| 1 box                          | Tissues  |
| 1 count                        | Vinyl tri-fold rest mat<br>(only necessary if students stays until 2:00) |
| 2                              | rolls paper towels   |
| 2 packages<br>(about 80 count) | Baby Wipes – refill packages welcomed                                    |

The vinyl mat should be labeled with child's name.  
All other items will be shared by the class and will NOT need to be labeled.