

# Bethel's Place to Play - Christian Preschool

Our mission at Bethel's Place to Play Christian Preschool is to help families educate and guide their child on life's greatest adventure... growing up! These early preschool years are a prime time to introduce and reinforce social skills like independence and good manners, as well as academic skills such as letter and number recognition and basic problem solving. We strive to provide a faith-based program that supports your child and family with encouragement and compassion, while offering a solid and challenging academic curriculum.

For our 2 year old students: Classes will focus on learning basic social skills such as sharing and manors, and will introduce elementary educational skills. Children will be introduced to the alphabet, days of the week and weather concepts through songs and circle time. Children will learn about numbers/ shapes/ colors by playing age appropriate games. Students will participate in art, music and story time. A daily snack is provided.

For our 3 year old students: Classes will focus on colors, numbers, letters, families, our bodies/ good nutrition/ hygiene and good manners. Beginning in January, we will have "Show and Tell" monthly to allow the students to get to know each other better and to encourage self-confidence and language skills. Students will participate in art, music and story time. A daily snack is provided.

For our 4 year old students: Classes will focus on building the skills necessary to succeed in kindergarten. Students will advance their number skills by learning beginning counting and grouping. Students will advance their reading skills by learning about rhyming and phonics, as well as proper handwriting techniques. Students will advance their science skills by learning about nature and weather/seasons. The children will continue to learn about good nutrition/hygiene & physical education, different types of occupations, good manners, as well as art and music. 4 year old students will have "Show and Tell" once a month, beginning in October. This is a great way to get to know each other better and to encourage self-esteem, while practicing public speaking and language skills. A daily snack is provided.

All children will participate in faith-based lessons, using a fun and age-appropriate curriculum. As a Christian faith program, we aspire to make every family feel welcome! Our hope is that students graduate from our program with a firm knowledge of the love of God, as well as understanding the fruit of a Christian life- peace, love, responsibility, generosity and the passion to help others.

The schedule you choose will run the duration of the preschool year, September through June. Any changes to your child's schedule must be pre-approved by our center's director and agreed to in writing. All registration deposits and materials fees are **non-refundable**.

## Preschool Schedules and Tuitions: (September – June)

**2 year olds** – Monday and Wednesday, 9 – 11:30 AM \$125.00 per month

Monday and Wednesday, 12– 2:30 PM \$125.00 per month

Tuesday and Thursday, 9 – 11:30am \$125.00 per month

Children must be 2 years old by November 1, 2018 to enter this program. Children do not need to be potty trained. If your child is still in diapers you will be required to provide diapers and wipes for use during the school day. Please label all packages of diapers and wipes. A materials fee of \$90 covers all your child's supplies and activities for the school year.

**3 year olds** – Monday and Wednesday, 9 –11:30 AM \$125.00 per month

Monday and Wednesday, 12 – 2:30 PM \$125.00 per month

Tuesday and Thursday, 9 – 11:30am \$125.00 per month

Children must be 3 years old by November 1, 2018 to enter this program. Children do not need to be potty trained. If your child is still in diapers you will be required to provide diapers and wipes for use during the school day. Please label all packages of diapers and wipes. A materials fee of \$90 covers all your child's supplies and activities for the school year.

**4 year olds** - Mon, Wed and Friday, 9 AM – 12 PM \$165.00 per month

Tues, Thurs and Friday, 9 AM – 12 PM \$165.00 per month

Mon, Wed and Friday, 12 – 3 PM \$165.00 per month

Children must be 4 years old by November 30, 2018 to enter this program. Children do not need to be potty trained. A materials fee of \$90 covers all your child's supplies and activities for the school year.

## **Enrichment Day for 2 and 3 year olds - Fridays 9 - 11:30 AM**

This program runs in conjunction with our preschool classes, and is only open to families who are currently enrolled in one of our M/W or T/TH preschool classes.

The children will reinforce their classroom skills at circle time followed by the daily ELA lesson, which will consist of an age appropriate story followed by a time of art and crafts. Enrichment day lessons will range from alphabet and phonics skills, to printing and scissor-skills activities.

Monthly tuition for Enrichment day class - \$40 per month, there is NOT a materials fees for this class

**NO REGISTRATION IS COMPLETE UNTIL REGISTRATION DEPOSIT IS RECORDED!**

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3669 Guilderland Ave, Rotterdam, New York 12306 (518) 355-1866

## Application for Preschool Enrollment 2018- 2019

Please print all information clearly!

Child's FULL name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Child's nickname: \_\_\_\_\_

Enrolled program: 2 yr- M/W 9-11:30 AM 2 yr- T/Th 9-11:30 AM 2 yr- M/W 12-2:30 PM

3 yr- M/W 9-11:30 AM 3 yr- T/Th 9-11:30 AM 3 yr- M/W 12-2:30 PM

4 yr- M/W/F 9 AM- 12 PM 4 yr- T/TH/F 9AM- 12PM 4 yr- M/W/F 12-3 PM

Monthly tuition price: \_\_\_\_\_ due on the first day of the month

Pediatrician's Name: \_\_\_\_\_

Dr. Phone #(\_\_\_\_) \_\_\_\_\_ Insurance provider: \_\_\_\_\_

Name on insurance policy: \_\_\_\_\_

**PLEASE BE AWARE** that Bethel's Place to Play Christian Preschool strives to be allergy friendly. My child has the following allergies or medical conditions: (We are not equipped to assist children with special needs at this time):

\_\_\_\_\_

Mother/Guardian: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home address: \_\_\_\_\_ zip \_\_\_\_\_

Best DAY phone #(\_\_\_\_) \_\_\_\_\_ 2<sup>nd</sup> #(\_\_\_\_) \_\_\_\_\_

**Father/Guardian:** \_\_\_\_\_

Email Address: \_\_\_\_\_

Home address: \_\_\_\_\_

Best DAY phone #(\_\_\_\_\_)\_\_\_\_\_ 2<sup>nd</sup> #(\_\_\_\_\_)\_\_\_\_\_

Parents Marital Status: \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Separated

Please list first names and ages of siblings:

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

I give the following adults (over 18 years of age), permission to pick up my child from school at any time, without any additional notice to be given. **Adults listed MUST provide valid photo I.D.** when picking up students at Bethel's Place to Play Christian Preschool.

<b>Name:</b>	<b>Relationship to child:</b>	<b>Phone# (including area code)</b>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Tuition is due on the first day of the month, with a grace period until the 14<sup>th</sup> of the month. Beginning on the 15<sup>th</sup> of the month, a late fee of \$25 will be assessed. Tuitions paid 30 days late will be assessed a fee of \$50. By signing below you indicate that: you are the listed child's legal guardian; all information contained in this form is accurate; and that you agree to the information and tuition arrangements stated above.

**NO REGISTRATION IS COMPLETE UNTIL REGISTRATION DEPOSIT IS RECEIVED!**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

BPTP Director's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student's Name: \_\_\_\_\_

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## Parent/ Guardian Contract

1. When registering to enroll your child in any Bethel's Place to Play Christian Preschool (BTPP) program, a deposit of one month's tuition is required to be held as a registration deposit. This deposit will be used to pay for your child's last month of enrollment (typically June's tuition). Initial here \_\_\_\_\_
2. **Payment is due on the first day of each month and should be made either by check, or online using a credit/debit card.** Please make checks payable to Bethel Church. Tuition is due on the first day of the month, with a grace period until the 14<sup>th</sup> of the month. **Beginning on the 15<sup>th</sup> of the month, a late fee of \$25 will be assessed. Tuitions paid 30 days late will be assessed a fee of \$50.** Payment arrangements may be made with our center's director if needed, on a case by case basis, and must be agreed to in writing. **Such arrangements must be made before the first (1) of the month.** Initial here \_\_\_\_\_
3. Since a spot is reserved for your child, you are required to pay the month's tuition regardless of whether he or she attends, including cases of illness, vacations, or holidays. Fees incurred due to returned or nonpayment of checks will be the sole responsibility of the parent/ guardian. Any additional costs due to returned checks will be due within five days of written notice to you and are subject to late payment fees of \$5.00 per day after notification and five day grace period. We reserve the right to deny services without notice if you fall behind in your tuition payments. Initial here \_\_\_\_\_
4. **Two weeks written notice is required** before a child is withdrawn permanently from the program. If no notice is given, one month's tuition payment will be required. Your final month of tuition will be paid from the registration deposit you made at the time of registration. Bethel's Place to Play reserves the right to terminate this contract at any time and does not need to give notice that a child must be removed from our program. **Registration fees, materials fees and deposits are non-refundable.** Initial here \_\_\_\_\_
5. If your child is going to be absent, please notify Bethel's Place to Play in the morning. If your child becomes ill at Bethel's Place to Play, you will be notified and parents/guardians are expected to pick up their sick children in a timely manner. If your child just has a cold but can withstand a normal day's activities they will be able to stay. Children may not attend school under the following circumstances: temperature of 100 degrees or more, diarrhea, vomiting, rash, infectious diseases, and other symptoms requiring one-to-one care. In certain instances we may require a note from your child's doctor stating that your child may return to school. If your child is diagnosed with a contagious condition (ie. Bronchitis, strep throat, head lice) please notify the school immediately so that we may take any necessary precautions to protect the health of all our students. **Children may not return to school until they have been symptom free for at least 24 hours after being sent home due to illness or above mentioned disease or symptom.** These health guidelines are standards recommended by the NYS Dept. of Health. Initial here \_\_\_\_\_
6. Bethel's Place to Play Christian Preschool runs September through June and follows the Mohonasen Central School District calendar for most school vacations/ all national holidays/ emergency closings.

7. **Bethel's Place to Play** has scheduled closing dates and a calendar with these dates will be given to each family on the first day of school in September.
8. It is mandatory that each child be fully immunized as set forth by New York State guidelines. Current record of your child's immunizations and a signed statement from your child's physician stating that your child is able to participate in group daycare must be submitted to us before your child's first day of attendance at **Bethel's Place to Play**. In addition, your child's medical form must be updated whenever they receive an immunization and/or at their annual physical. Any child who does not have a current and complete medical immunization record on file here will not be able to attend school until such documentation is furnished. **If your child cannot attend school due to lack of previously mentioned up-to-date records on file with us, tuition payments are still required to be paid on time.** Initial here \_\_\_\_\_
9. All **Bethel's Place to Play** classrooms strive to be allergy friendly to the best of our ability.
10. **Bethel's Place to Play** cannot administer any kind of medication to your child. This includes over-the-counter medications, emergency medications, as well as prescription medications. Initial here \_\_\_\_\_
11. Anyone that is designated as eligible to pick up your child on their enrollment application will need to show a valid, photo I.D. at the time of pick up. If you need to have someone NOT listed on your child's enrollment application pick up your child, you MUST provide a written permission slip the day of. The permission slip needs to include the following information: Your child's name, the date, the name and phone number of the adult picking up your child, your signature and the best phone number to reach you at for that specific day if there is an emergency. Initial here \_\_\_\_\_
12. In order to maintain state required ratios and consistency throughout the day, we require that you adhere to the same attendance days and pick up/drop off times for the entirety of the preschool year. Things happen and occasionally a parent may need to make a change. Please check with our center's director regarding any changes in your daily schedule and we will make every attempt to accommodate your schedule change. Additional fees may apply. Initial here \_\_\_\_\_
13. **I have been given a copy of, and have read, understood and agree to the terms and conditions of the Bethel's Place to Play Christian Preschool "Photography/media/social media/ internet" policy.** Initial here \_\_\_\_\_
14. Failure to enforce any term or provision of this contract does not invalidate that provision, term, or any other provision or term of this contract. Initial here \_\_\_\_\_

I have read, understood and agree to the information contained in this contract. I understand that by signing below, I am entering a contract for services to be provided by **Bethel's Place to Play Christian Preschool** and that all fees associated with such services are my responsibility to pay.

Please print YOUR name here: \_\_\_\_\_

Class your child is registered for: \_\_\_\_\_ Monthly tuition: \$ \_\_\_\_\_

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

Registration Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_ A/R Director : \_\_\_\_\_

Materials fee : \_\_\_\_\_ Date Received: \_\_\_\_\_ A/R Director : \_\_\_\_\_

Hello Preschool Families,

Thank you for enrolling your child at [Bethel's Place to Play Christian Preschool](#). Below you will find the [Bethel's Place to Play \(BPTP\)](#) "Photography/media/social media and internet" policy regarding students/ their families and [Bethel's Place to Play \(BPTP\)](#) staff.

Our [Bethel's Place to Play Christian Preschool](#) "Photography/media/social media/ internet" policy is as follows...

- We greatly encourage you to take as many photos of your child(ren) as possible, but be sure to **take photos of your child(ren) only**. If you would like to take photos of your child(ren) and their friends, **you must attain the consent of the other child(ren)'s parent/guardian first**. The BPTP staff is thrilled to take pictures with their students; **please attain the BPTP staff member's permission before posting any photos on a media/ social media or internet outlet**. [Bethel's Place to Play](#) and its staff will not use a child's image or identifying information in any photography/media/social media/ internet or advertising outlet without acquiring written permission of the parent/ guardian beforehand.
- When posting photos on media/ social media or internet outlets, please **be sure that there is no identifying information about any other students/ student's families or BPTP staff included**. This includes photos that feature "face shots" that would identify students/ their families or BPTP staff. **Do not "tag" students/ their families or BPTP staff**.
- Identifying information could include, but is not limited to, names/ ages/ birthdates/ parent information/ staff information or actual physical address of [Bethel's Place to Play](#) (school or church) or any of its staff or students; **this includes Photo Metadata**. (Examples- "Tags" or captions such as "Travis celebrating at Sarah's class party", "Hannah enjoying a story in Mrs. Kay's class" or "Lucy's first day of school at [Bethel's Place to Play](#), Rotterdam, NY".)
- **Parents/ Guardians/ family members and guests may NOT use any "live-streaming" features on any social media outlets when participating in a BPTP event.**
- It is our BPTP tradition to provide each family with a photo of their child's class, along with candid classroom photos, at the end of the school year. BPTP staff will ask parent/ guardian permission for the inclusion of their children in these photos. If you would not like your child to appear in these classroom photos, we will be sure to respect your wishes.

We have been greatly blessed by years of caring and protective preschool families, who not only appreciate the safety of their own children, but of their children's friends, classmates and teachers. As media and social media sites begin to grow and interface with each other (ex. "tagging", metadata & live-streaming), it becomes increasingly difficult to protect one's privacy. **Please note that it is possible that incidents involving violations of this policy may be grounds for the removal of a student from Bethel's Place to Play if necessary.**

We ask that every family adhere to the [Bethel's Place to Play Christian Preschool](#) "Photography/media/social media/ internet" policy for the safety and enjoyment of all our precious children and staff.

With much love and appreciation, *The [Bethel's Place to Play Christian Preschool](#) staff*