



315 East St. Charles Road, Elmhurst, Illinois 60126
(630)279-4086 www.blcelmhurst.org

Dear Parents,

Bethel Learning Center has been serving families with young children for 30 years. Throughout this time, we have expanded our staff and class offerings to accommodate the changing needs of the community. Our professional and caring staff continues to provide quality early childhood education in a safe, loving and nurturing environment.

There are many features that make BLC unique, including:

- We are licensed by The Department of Children and Family Services, and hold the coveted accreditation from the National Association for the Education of Young Children (NAEYC). Please visit the NAEYC website for more information - www.naeyc.org.
- Our curricula utilize the Illinois Early Learning Standards.
- With recent research showing that developmental delays can be subtle and often go undetected in young children and that those who would benefit from early intervention are not identified until *after* they start kindergarten, BLC has responded to this trend by offering families the opportunity to participate in the Ages and Stages developmental screening process each year. Research shows that screening young children is an effective way for professionals to catch problems and start treatment when it does the most good—during the crucial early years. In addition, BLC has a dedicated Director of Student Services to assist families and students with any and all developmental, social or emotional questions or issues.
- The children in the 3's, 4's, KE and KB classes have one half-hour music class each week.
- BLC has play space both indoors and outdoors for large motor activity.
- The children in the morning classes enjoy lunch with their friends which helps to develop social skills.
- We at BLC encourage communication from our families. We have on-site staff available in our school office during school hours. Our dedicated staff provides e-mail contacts and home phone numbers to every BLC family for consultation at any time.
- BLC has an active parent group with representation on the BLC Board. The parent group provides fun activities, information and social events for our families.

BLC is a not-for-profit preschool, and all monies from tuition go directly back into programming. We make every effort to keep costs down and offer tuition assistance through our scholarship fund as well as budgeting accommodations. We make every attempt to keep tuition prices as low as possible. In fact, despite our small class sizes, this year our tuition breaks down to \$12 per hour for our 2's classes and \$9.50 per hour for our 3's, 4's K.E. and K.B. classes.

If you have questions regarding tuition, registration fees, policies, etc., please feel free to speak with an office staff member. We look forward to seeing you next year.

Kelly Porter

Program Director

2012 - 2013 REGISTRATION INFORMATION

Registration Deadlines:

Current Families, Alumni and Church Members - January 13, 2012, by 12:00 Noon

New Families: January 20, 2012 by 12:00 Noon

Open Registration: after January 20, 2012

REGISTRATION PROCEDURES

1. Complete the Registration Request Form, choosing from the classes offered for the 2012-2013 school year. **PLEASE NOTE: Your child must meet the age guideline listed for each class by September 1, 2012.** You may choose from one morning session and/or one afternoon session as preferred.

2. Read and sign the Tuition/Fees Agreement. Please keep a copy of this document for your records.

3. Be sure to include your \$75 registration fee for the first child, and \$50 registration fee for each additional child. Please make checks payable to Bethel Learning Center. Registration is not complete unless the registration fee is submitted with your completed registration forms. **The registration fee is non-refundable.**

4. Return the completed and signed registration forms with your registration fee to the BLC office on or before the due date. Late registrations will be dealt with as space allows.

NEW FAMILIES: Registration forms will only be accepted after an observation of our school has been completed. We feel that observing our classrooms is important to help you understand our program and make an informed decision as to what is best for your child. Please call the BLC office to schedule an observation.

CLASS ASSIGNMENTS:

1. Registration confirmation **e-mails** will be distributed as soon as possible after January 16, 2012, for currently enrolled families, alumni and church members. This same communication will be distributed for new families as soon as possible after January 23, 2012.

2. If the number of applications exceeds the number of available spaces for a class, there will be a lottery to determine enrollment for that class.

CLASS OFFERINGS 2012-2013

TWO YEAR OLD CLASSES

This class meets 1 day per week. The 2's classes are parent helper classes. You will be required to assist in your child's class 4 to 5 times per year. These classes are staffed with a lead teacher and an assistant teacher and enroll up to 10 students per class. You may register for one day, and we will try to match any siblings with the same day.

Days	Times	Min. Age By 9/1/2012	Min/Max Enrollment
Monday	9:00 a.m. - 12:00 noon	2	8/10
Tuesday	9:00 a.m. - 12:00 noon	2	8/10
Wednesday	9:00 a.m. - 12:00 noon	2	8/10
Thursday	9:00 a.m. - 12:00 noon	2	8/10
Friday	9:00 a.m. - 12:00 noon	2	8/10

PRESCHOOL CLASSES

These classes meet 2 or 3 days per week. You may enroll in only one morning and/or one afternoon class. The 3's and 4's classes are staffed with a lead teacher and an assistant teacher and do not require a parent helper. Please note BLC reserves the right to cancel any class that does not meet the required minimum enrollment.

3'S CLASSES

Days	Times	Min Age by 9/1/2012	Min/Max Enrollment
MWF 3's AM	9:00 a.m. - 12:00 noon	3	12/18
T TH 3's AM	9:00 a.m. - 12:00 noon	3	12/18
T TH 3's PM	1:00 p.m. - 3:30 p.m.	3	12/18

4'S CLASSES

Days	Times	Min Age by 9/1/2012	Min/Max Enrollment
MWF 4's AM	9:00 a.m. - 12:00 noon	4	12/18
T TH 4's AM	9:00 a.m. - 12:00 noon	4	12/18
T TH 4's PM	1:00 p.m. - 3:30 p.m.	4	12/18

KINDERGARTEN BRIDGE

This class meets 3 days per week in the afternoons only. It is a bridge class **for students who have already completed a 4's preschool program in public or private schools.** This class is staffed by a lead teacher and an assistant teacher. BLC reserves the right to cancel this class if the minimum enrollment is not met.

Days	Times	Min Age by 9/1/2012	Min/Max Enrollment
TWTH PM	1:00 p.m. - 3:30 p.m.	5	12/16

KINDERGARTEN ENHANCEMENT

This class meets 2 days per week in the afternoons only. It is an enhancement class **for students currently enrolled in a morning kindergarten class in public or private schools.** This class is staffed by a lead teacher and an assistant teacher. BLC reserves the right to cancel this class if the minimum enrollment is not met.

Days	Times	Min Age by 9/1/2012	Min/Max Enrollment
T TH PM	1:00 p.m. - 3:30 p.m.	5	12/16

FOR OFFICE USE ONLY

CLASS PLACEMENT: _____

SIB: _____

DATE OF OBSERVATION _____ STAFF INITIALS _____

REGISTRATION FEE PAID: DATE _____ AMT _____ CHECK # _____

PROCARE: _____ W.L.: _____

BLC REGISTRATION REQUEST FORM 2012-2013

Directions: **Please use one form for each child.** You may enroll in only one morning session and/or one afternoon session. If you want your child to attend both a morning and an afternoon session, please indicate your first and second choices for both morning and afternoon. Please note that if you enroll your child for both a morning and an afternoon session on the same day, they must still be picked up at 12:00 noon and then returned to school by 1:00 p.m. for the afternoon session. BLC has no provisions for child care during this time.

1. Check: Current family _____ Alumni _____ BUCC Member _____ New Family _____

2. _____
 Child's Full Name _____ Child's Birth date _____

3. _____
 Parent(s)/Guardian(s) Full Name _____ Parent(s)/Guardian(s) Home Phone _____

 Parent e-mail address

CLASS OFFERINGS			
2's Classes	Indicate 1st, 2nd or 3rd choice	4's Classes	Indicate 1st or 2nd choice
Monday 2's		MWF a.m. 4's	
Tuesday 2's		T TH a.m. 4's	
Wednesday 2's		T TH p.m. 4's	
Thursday 2's			
Friday 2's			
3's Classes	Indicate 1st or 2nd choice	K Classes	Indicate choice by "X"
MWF a.m. 3's		TWTH p.m. KB	
T TH a.m. 3's		T TH p.m. KE	
T TH p.m. 3's			

For **KB** class, list the 4's program your child will have completed: _____

For **KE** class, list the Kindergarten program in which your child will be enrolled: _____

TUITION/FEES AGREEMENT 2012-2013

As a participant in Bethel Learning Center, at Bethel United Church of Christ, I agree to the following:

1. To enroll for the entire year (September through May).
2. To pay the \$75.00 registration fee for one child and \$50 for each additional child in the same family. **This fee is non-refundable.**
3. To pay the tuition installments applicable when due. The tuition shall be paid May 1, 2012, November 1, 2012 and February 1, 2013. If fees are paid more than two weeks late, a \$20 late fee will be charged. **The first tuition installment is non-refundable after June 1, 2012.**

TUITION FOR THE 2'S CLASSES

Monday	3 payments of	\$360.00 or \$1,080.00 per year
Tuesday	3 payments of	\$396.00 or \$1,188.00 per year
Wednesday	3 payments of	\$396.00 or \$1,188.00 per year
Thursday	3 payments of	\$396.00 or \$1,188.00 per year
Friday	3 payments of	\$384.00 or \$1,152.00 per year

TUITION FOR 3' AND 4'S CLASSES

MWF AM	3 payments of	\$902.50 or \$2,707.50 per year
T TH AM	3 payments of	\$627.00 or \$1,881.00 per year
T TH PM	3 payments of	\$522.50 or \$1,567.50 per year

TUITION FOR KINDERGARTEN CLASSES

BRIDGE PM	3 payments of	\$783.75 or \$2,351.25 per year
ENHANCEMENT	3 payments of	\$522.50 or \$1,567.50 per year

5. To pick up my child by 12:00 noon for morning classes and 3:30 p.m. for afternoon classes or pay a late fee of \$10.00 for the first 5 minutes and an additional \$10.00 every 5 minutes thereafter.
6. I understand that if I withdraw from the program, I will immediately notify the Program Director so that a replacement can be found. I will pay tuition and fees for the 2 weeks following the last attendance day and pay a paid parent helper if needed.
7. I understand that the Board of Directors of BLC has the right to withdraw a child because of unsatisfactory adjustment of the child to the program or because of delinquent fees or negligent help in the program on the part of the parent.

Parent Helper guidelines (2 year old program only).

8. To spend the time designated by BLC as a parent helper. This usually means 4-5 times a year.
9. To exchange days with another parent in the program in the event that I cannot come on my designated helping day, or in an emergency, pay a paid parent helper, and notify the staff of this change. If I do not come on my helping day and do not find a substitute, I will be fined \$60.00, in addition to paying a paid parent helper \$45.00.

Date: _____ Parent Signature: _____

**2012-2013
EMERGENCY AUTHORIZATION**

CHILD(REN)'S LAST NAME _____

CHILD(REN)'S NAME (First/Middle)	GENDER	BIRTHDATE
_____	_____	_____
_____	_____	_____

ADDRESS _____

PARENT #1/GUARDIAN NAME _____

ADDRESS _____
(if different from above)

HOME PHONE _____ EMAIL _____

CELL PHONE _____ WORK PHONE _____

OCCUPATION _____

PARENT #2/GUARDIAN NAME _____

ADDRESS: _____
(if different from above)

HOME PHONE _____ EMAIL _____

CELL PHONE _____ WORK PHONE _____

OCCUPATION _____

IN AN EMERGENCY, I AUTHORIZE THE BLC STAFF TO CONTACT THE FOLLOWING PERSONS IF I CANNOT BE REACHED: (other than parents, living within 10 miles)

1. NAME _____ RELATIONSHIP _____

HOME PHONE _____ CELL PHONE _____

2. NAME _____ RELATIONSHIP _____

HOME PHONE _____ CELL PHONE _____

CHILD'S PHYSICIAN _____ PHONE _____

ADDRESS _____

CONSENT

I give my consent to Bethel Learning Center to: (1) Administer first aid to my child(ren) if needed; (2) Take my child(ren) on walking trips near the church; (3) Use photographs/videos of my child(ren) for observation and publicity purposes; (4) Ask my child(ren) to say a blessing (“We Thank you, God, for food and friends and family, and God Bless America. Amen.”) before snack is served; (5) publish my child’s name and family contact information in the school directory.

DATE _____ SIGNATURE _____

**WAVIER AND RELEASE FORM
EMERGENCY TREATMENT CONSENT FORM 2012-2013**

Bethel Learning Center is committed to conducting its classes and activities in the safest manner possible and holds the safety of its students in the highest possible regard. Parents enrolling their children in BLC must recognize however, that there is the possibility of injury while their children are engaged in school activities. BLC continually strives to minimize such risks and insists that all students follow safety rules and instructions which have been designed to protect the students’ safety.

It is the policy of BLC to require the execution of the following waiver and release. We recommend that all parents review their own health insurance policy for coverage.

As a parent or legal guardian of a student enrolled at the Bethel Learning enter (BLC)., I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of any injuries, damages or loss which I or my child(ren) may sustain as a result of participating in any class or activity connected with or associated with BLC. I agree to waive and relinquish all claims I or my child(ren) may have as a result of participating in such activities against BLC and its teachers, employees, agents and representatives from any and all claims from injuries, damage or loss. I further agree to indemnify and hold harmless and defend BLC and its teachers, employees, agents and representatives from any and all claims sustained by me or my child(ren), arising out of, connected with, or in any way associated with the activities of the BLC programs.

In the event of any emergency, I authorize BLC to secure from any accredited hospital and/or physician any treatment deemed necessary for the immediate care of my child(ren) and I agree that I will be responsible for the payment of any and all medical services rendered.

ACKNOWLEDGED AND AGREED TO THIS _____ DAY OF _____ 20____.

Signature