

Bethlehem Lutheran School  
**ADMISSION POLICY**

Bethlehem Lutheran School is open to all children, and their families, regardless of race, creed, color, or nationality who may benefit from a loving Christian environment.

**PROCEDURES FOR ENROLLMENT**

The child must be a minimum of two years old. Age groupings are generally based on the child be age two by December 2<sup>nd</sup>. (This is the cutoff date determined by the public schools).

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	Pre-admission Health History
Personal rights	Notification of Parent's Rights
Tuition Policy	Field Trip Permission
Physician's Report	Identification and Emergency Information
Immunization Record/TB clearance	Consent for Emergency Medical Treatment

Parents will meet with the Director to discuss the goals, philosophies and polices of the school. Parents may share information regarding their child and family life during this time.

During the first two weeks, the child will be evaluated to see if he/she is ready for the preschool experience. Children whose needs cannot be met at this facility will be removed. If it is determined that our staff are unable to meet your child's needs, you will be given a two week written notice before removal from our facility.

Along with a non-refundable registration fee, month fees are required. Tuition is due on the first day of each month and delinquent by the 10<sup>th</sup> day of that month. A \$10.00 late fee will 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 will be liable for that penalty.

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

Labor Day	Presidents Day
Thanksgiving	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Break (dates to be announced)	Fourth of July
New Year's Eve	New Year's Day

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Signature

Date

Student Name