

THE BELLEFONTE PLAYSCHOOL



A fun place to learn

## **REGISTRATION PACKET**

FOR 2012-2013

AND SUMMER SESSION 2012

**THE BELLEFONTE PLAYSCHOOL  
FAITH UNITED METHODIST CHURCH**

512 Hughes Street

Bellefonte, PA 16823

814-357-9086

[playschool@bellefontefait.com](mailto:playschool@bellefontefait.com)

Web-site: [www.bellefontefait.com](http://www.bellefontefait.com)  
(click on Ministries and then Playschool)

*Since 1972, The Bellefonte Playschool has been a state-licensed nursery school located within Faith United Methodist Church. It has provided high-quality preschool education to hundreds of young children and has faithfully served numerous families within Bellefonte and its surrounding communities. For Summer of 2012 and the 2012-2013 school year, we look forward to serving even more families and providing many more children with an invaluable preschool experience. Thank you for considering The Bellefonte Playschool for your child's preschool education.*

**ADMISSION POLICY:** Admission to The Bellefonte Playschool of Faith United Methodist Church shall be made without regard to race, color, religious creed, handicap, ancestry, national origin, socio/economic status and/or gender.

**OUR STAFF:** Our teachers at the Bellefonte Playschool have four-year, or higher, college degrees and are certified by the State of Pennsylvania in the area of Nursery School and Kindergarten. Continuing educational opportunities and trainings keep them up-to-date on current trends in early childhood education. Each teacher is assisted by a caring, adult aide or teaching assistant who has met the criteria determined by the Pennsylvania Department of Education. In addition, all Playschool staff members are of the Christian faith, as required by the policies of Faith United Methodist Church.

**OUR CLASSES:** The Bellefonte Playschool is a state-licensed nursery school and offers classes for children who are three- to five-years-old. Our classes are 2-1/2 hours long and provide our students with a variety of learning experiences that are consistent with standards set by the Pennsylvania Department of Education. Class sessions include age-appropriate lessons, art projects, teacher-directed activities, shared snacks, literature, music and movement, and indoor and outdoor physical activity. In addition, children are given opportunities to present musical programs, go on field trips, visit with community members, and participate in service projects.

**Three-Year-Old Classes:** These classes are designed for children who will be three-years-old by September 1<sup>st</sup>. They are held on Tuesday and Thursday mornings (9:00-11:30 am). Examples of some things your Three-Year-Old child will be encouraged to learn:

Socialization skills	Color and shape recognition
Following directions	Completing tasks
Making transitions	Introduction to letters
Fine motor skills to develop pre-writing skills	Listening skills
Verbalizing feelings, thoughts and ideas	Counting and sorting

**Pre-K Classes:** These classes are designed for children who are at least four-years-old by September 1<sup>st</sup>. They are held on Monday, Wednesday and Friday mornings (9:00-11:30 am). Examples of some things your Pre-K child will be encouraged to learn:

Socialization skills	Pre-reading and pre-writing skills
Letter recognition and phonemic awareness	Listening skills
Number recognition	Classroom behavior for kindergarten
Counting and sorting	Pledge of Allegiance
Sequencing and patterning	Rhyming and rhythm
One-to-one correspondence	Story comprehension

**Summer Session:** These classes are designed for children who are 3- to 5-years-old by June 1<sup>st</sup>. They are held for six weeks in the summer (June 19, 2012 to July 27, 2012) on Tuesday, Wednesday and Thursday mornings (9:00-11:30 am). The daily routines of The Bellefonte Playschool classes are practiced each day, with more time allowed for outside play. An end-of-summer field trip is also included. Summer Session is a wonderful opportunity to help current students practice their social and academic skills before transitioning into Pre-K or Kindergarten classes. It may also provide a more relaxed introduction of our classroom structure to new students enrolled in our 2012-2013 Three-Year-Old or Pre-K classes.

**OUR CALENDAR:** The Bellefonte Playschool operates during the school year from early September until late May. Our classes start after Labor Day and end before Memorial Day. Vacation days, holidays, and snow days follow the calendar of the Bellefonte Area School District. Our six-week, Summer Session starts in mid-June and ends during the last week of July.

**TOILET TRAINING:** All children being enrolled at The Bellefonte Playschool are expected to be toilet trained. However, we do understand that preschool-age children occasionally have bathroom accidents, and changes of clothing are available just in case.

**REGISTRATION PROCESS:** The simple process of enrolling your child for classes at The Bellefonte Playschool involves completing both sides of the attached Registration Form, which includes signing the Enrollment Agreement, and submitting a Registration Fee. Prior to a child starting class, the Playschool also needs a copy of each child's immunization record. These steps are described below in more detail.

***Enrollment Agreement:*** Please read carefully and sign the Enrollment Agreement located on the Registration Form. The agreement outlines requested responsibilities of parents of children in our program (transportation, nutritious snacks, etc.).

***Registration Fees:*** A registration fee holds a child's placement in a class and helps to cover the cost of supplies and program materials. Fifty-percent of a registration fee is refundable if plans should change before September 1<sup>st</sup>, and a child will no longer be attending The Bellefonte Playschool. No refunds will be issued after September 1<sup>st</sup>. The registration fee for Three-Year-Old classes is \$40.00, and the registration fee for Pre-K classes is \$55.00. These fees increase by \$5.00 after May 1<sup>st</sup>. There is no registration fee for Summer Session students who are being enrolled in, or who have completed, a Three-Year-Old or Pre-K class. For students not enrolling in one of our school year Playschool classes, the registration fee for Summer Session is \$10.00.

***Proof of Immunization: All children need proof of measles immunization (MMR-1) prior to starting Playschool.*** Acceptable forms of proof include a copy of a physician's immunization record, or a statement of immunization signed by a physician, or an employee of a department of health. Acceptable records should show the name of the vaccine, the name of the child, and the date of administration. Students who are currently enrolled already have their immunization record on file and do not need to provide another copy.

**TUITION:** Monthly tuition costs for children enrolled at The Bellefonte Playschool are indicated on the Registration Form. For the school year, full tuition payments are due by the 5<sup>th</sup> of each month, starting in September and ending in May. A 12-month, partial payment plan is also available, upon request. For the Summer Session, one-half of the payment is required on the first day of class, and the remaining half is due on the first day of the third week (usually after the July 4<sup>th</sup> holiday). With all of our classes, a younger sibling receives a 10% tuition discount when attending the Playschool during the same time as an older sibling.

**CLASSROOM ASSIGNMENTS and SIZE:** Classroom and teacher assignments for the school year will be finalized by August 1<sup>st</sup>, and families will be notified by the middle of August. Assignments for Summer Session will be provided to families by the end of May. According to state law, we can have a maximum of 12 to 14 children in a class, depending on the classroom. However, a minimum of seven students is necessary to operate a class.

**CONTACT INFORMATION:** Please feel free to contact the Director, Ms. Diane Johnson, to ask questions, request a tour of our facilities, or schedule an appointment to observe a class. Ms. Johnson may be reached by telephone at (814)357-9086 or by e-mail at [playschool@bellefontefait.com](mailto:playschool@bellefontefait.com). Messages will be returned in a timely fashion. Our web site may also provide some helpful information: [www.bellefontefait.com](http://www.bellefontefait.com) (click on Ministries and then Bellefonte Playschool).

*We hope you and your child will become a part of our exciting, learning experiences!*



**THE BELLEFONTE PLAYSCHOOL  
REGISTRATION FORM  
2012-2013**



**CHILD'S NAME** \_\_\_\_\_  
last first middle nickname

**DATE OF BIRTH** \_\_\_\_/\_\_\_\_/\_\_\_\_ **PLEASE CIRCLE:** Male / Female

**ADDRESS** \_\_\_\_\_  
street city zip code

**DOES YOUR CHILD HAVE ANY SPECIAL NEEDS (speech, hearing, working with CIU) OR MEDICAL CONDITIONS (food or insect allergies)? IF YES, PLEASE EXPLAIN:** \_\_\_\_\_  
\_\_\_\_\_

**WHICH ELEMENTARY SCHOOL WILL YOUR CHILD MOST LIKELY ATTEND?** \_\_\_\_\_

**HOW DID YOU LEARN ABOUT THE BELLEFONTE PLAYSCHOOL?** \_\_\_\_\_

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**MOTHER'S NAME** \_\_\_\_\_  
last first middle initial

**MOTHER'S EMPLOYER** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_  
street city zip code

**PHONE NUMBERS** \_\_\_\_\_  
home work cell

**E-MAIL** \_\_\_\_\_

\*\*\*\*\*

**FATHER'S NAME** \_\_\_\_\_  
last first middle initial

**FATHER'S EMPLOYER** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_  
street city zip code

**PHONE NUMBERS** \_\_\_\_\_  
home work cell

**E-MAIL** \_\_\_\_\_



**THE BELLEFONTE PLAYSCHOOL  
REGISTRATION FORM  
2012-2013**



Please check your class choice, sign the enrollment agreement below, and return this form to The Bellefonte Playschool with the appropriate registration fee (payable to *Faith U.M.C.*).

**3-Year-Old Classes** – Children should be 3-years-old by September 1, 2012.  
2-Days/Week • Tuesday/Thursday, 9:00-11:30 am  
Registration fee: \$40.00 (\$45.00 if paid after May 1) \$90.00/month tuition

**Pre-K Classes** – Children should be 4-years-old by September 1, 2012.  
3-Days/Week • Monday/Wednesday/Friday, 9:00-11:30 am  
Registration fee: \$55.00 (\$60.00 if paid after May 1) \$120.00/month tuition

**Summer Session 2012** – Children should be 3- to 5-years-old by June 1, 2012.  
3-Days/Week for 6 Weeks • Tuesday/Wednesday/Thursday, 9:00-11:30 am  
Registration fee: \$0 (\$10.00 if not a current or enrolling student) \$170.00 tuition

**Enrollment Agreement**

I wish to enroll my child at The Bellefonte Playschool of Faith United Methodist Church.

- I agree to pay the Registration Fee to help the ongoing program of the school. I understand that 50% of this fee will be refundable until September 1, 2012, if I find that I am unable to send my child to the Bellefonte Playschool. **My registration fee of \$\_\_\_\_\_ is enclosed.**
- I will provide proof of measles immunization in compliance with state regulations before my child's first day of class.
- I will take full responsibility for the transportation of my child to and from the Bellefonte Playschool.
- I understand that if I pick my child up ten minutes late, I will be charged a late fee of \$10.00 for each ten minutes thereafter.
- I will provide a nutritious snack for the children in my child's class when requested by my child's teacher (approximately once a month).
- I will pay tuition before the 5th of each month for the regular school year, or when directed for the Summer Session. If I am late in paying, I agree to pay a late fee of \$15.00.
- If I find it necessary to withdraw my child from The Bellefonte Playschool, I will give the teacher and director at least two weeks advance notice.

I hereby enroll my child as a student at The Bellefonte Playschool of Faith United Methodist Church, and I agree to the above responsibilities as a parent/guardian.

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

\_\_\_\_\_  
Date

**Please complete other side.**