

# THE BELLEFONTE PLAYSCHOOL OF FAITH UNITED METHODIST CHURCH



## REGISTRATION PACKET FOR 2018-2019 AND SUMMER CAMP 2018

Please keep this page for your reference

**\*\*Registrations will be accepted starting February 1<sup>st</sup> for current families and February 19<sup>th</sup> for the general public. Class placement will be in the order the registration forms (and fee) are received. \*\***

*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. 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:** Each of our teachers at the Bellefonte Playschool have, at minimum, a bachelor's degree and are certified by the State of Pennsylvania as teachers in the area of Preschool 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 all 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 preschool and offers classes for children who are three- to five-years old. Our classes provide our students with a variety of learning experiences that are consistent with standards set by the Pennsylvania Department of Education.

- **Three-Year-Old Classes:** These classes are 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).
- **Pre-K Classes:** These classes are for children who are at least four-years-old by September 1<sup>st</sup>. We offer a **Pre-K Extended Class** on Monday, Wednesday and Friday from 9:00 am to 2:00 pm OR a **Pre-K basic class** on Monday/Wednesday/Friday mornings from 9:00-11:30 am OR on Tuesday/Wednesday/Thursday afternoons from 12:00-2:30 pm  
**\*Any class or time slot may be cancelled if there is insufficient enrollment.**
- **Summer Camp:** These classes are for children who are 3- to 5-years old by June 1<sup>st</sup>. Summer Camp 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 2018-2019 Three-Year-Old or Pre-K classes.

We will be holding 2 summer camps this year:

- **Young Scientists** - July 9-13 (9-11:30 Mon thru Fri): During our fun Science week your child will be using all 5 senses to engage in STEAM (Science, Technology, Engineering, Art and Math) activities that are designed to teach simple concepts about the world around them! From making a simple chemical reaction with baking soda and vinegar to building towers with pool noodles and shaving cream, young scientists are sure to have a blast!
- **Ocean Explorers** – July 16-20 (9-11:30 Mon thru Fri): During our Ocean week, we will study the ocean and all it contains through lots of water play, creative art activities, learning about sea creatures, exploring sand and shells and a mini study of Eric Carle as we read and act out his books A House for Hermit Crab and Mister Seahorse plus much more. Come make a SPLASH with us!

**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.

**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 the attached Registration Form, and submitting a Registration Fee. Placement in a class is not guaranteed but confirmation will be provided as soon as possible upon receipt of completed forms and fees. **Prior to a child starting class, the Playschool also needs a copy of each child's immunization record.**

- ***Registration Fees:*** A registration fee holds a child's placement in a class and helps to cover the cost of supplies and program materials. This registration fee is nonrefundable. The registration fee for Three-Year-Old classes is \$50.00 and the registration fee for Pre-K classes is \$75.00. There is no registration fee for Summer Camp 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 Camp 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 around the 5<sup>th</sup> of each month, starting in September and ending in May. For Summer Camp, payment is due on the first day of the camp. 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 in early August and families will be notified by the middle of August. Assignments for Summer Camp 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. **\*Any class or time slot may be cancelled if there is insufficient enrollment.**

**CONTACT INFORMATION:** Please feel free to contact the Administrative Director, to ask questions, request a tour of our facilities, or schedule an appointment to observe a class. The Director may be reached by at (814)357-9086 or by e-mail at [playschool@bellefontefait.com](mailto:playschool@bellefontefait.com). Our web site may also provide some helpful information: <http://www.bellefontefait.com/children/bellefonte-playschool/>



**THE BELLEFONTE PLAYSCHOOL  
REGISTRATION FORM  
2018-2019**

Office Use

**CHILD'S NAME** \_\_\_\_\_  
Last first middle nickname (if commonly used)

**DATE OF BIRTH** \_\_\_\_/\_\_\_\_/\_\_\_\_ **AGE ON SEPT. 1<sup>ST</sup>** \_\_\_\_\_ **GENDER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PRIMARY PHONE NUMBER:** \_\_\_\_\_ may we text this number? \_\_ yes \_\_ no

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

**WHICH SCHOOL DISTRICT DO YOU LIVE IN?** \_\_\_\_\_

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**PARENT OR GUARDIAN #1 INFORMATION**

**NAME & RELATIONSHIP TO CHILD** \_\_\_\_\_  
\_\_\_\_\_

**ADDRESS IF DIFFERENT:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBERS:** \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**PARENT OR GUARDIAN #1 INFORMATION**

**NAME & RELATIONSHIP TO CHILD** \_\_\_\_\_  
\_\_\_\_\_

**ADDRESS IF DIFFERENT:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBERS:** \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**PRIMARY EMAIL ADDRESS(ES) WHERE YOU WOULD LIKE TO RECEIVE PLAYSCHOOL INFORMATION:**  
\_\_\_\_\_  
\_\_\_\_\_

Office use only	Confirmed? <input type="checkbox"/>	Class Assignment Fall:
Date Received:	Copied? <input type="checkbox"/>	Summer Camp: Week 1 <input type="checkbox"/>
Check #:	Concerns? <input type="checkbox"/>	Week 2 <input type="checkbox"/>

**CHILD INFORMATION**

**WHO DOES YOUR CHILD LIVE WITH, PLEASE MAKE NOTE OF ANY CUSTODY ARRANGEMENTS IF APPLICABLE.**

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**NAMES AND AGES OF SIBLINGS:**

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**NAMES OF PETS:**

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**HAS YOUR CHILD HAD ANY OTHER SCHOOL OR CHILDCARE EXPERIENCE?** \_\_\_\_\_

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**DO YOU HAVE ANY SPECIFIC CONCERNS ABOUT YOUR CHILDS TRANSITION TO SCHOOL?** \_\_\_\_\_

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**TELL US A LITTLE BIT ABOUT YOUR CHILD, WHAT THEY ENJOY, THEIR PERSONALITY ETC.** \_\_\_\_\_

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**WHAT KINDERGARTEN WILL YOUR CHILD LIKELY ATTEND?** \_\_\_\_\_

**WHAT ARE YOUR GOALS AND EXPECTATIONS FOR YOUR CHILDS PRESCHOOL EXPERIENCE?** \_\_\_\_\_

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**ANY OTHER INFORMATION THAT YOU THINK WOULD BE HELFUL TO US** \_\_\_\_\_

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**Please review the items below. Please initial each item that you give permission for.**

\_\_\_\_\_ I give consent for my child's image to be used within the school (craft activities, bulletin board displays etc.)

\_\_\_\_\_ I give consent for my child's unnamed image to appear on the school's Facebook page.

\_\_\_\_\_ I give consent for my child's unnamed image to appear on the churches' web site.

\_\_\_\_\_ I give consent for the following information to be listed in the school's Family Directory (given only to other Playschool families to aid in planning play dates, birthday parties etc.) Childs' name, mailing address, primary phone number and email and Parent / Guardian's names. If you do not consent, your child's first name will only be listed with their class.

\_\_\_\_\_ I understand that I am responsible for reading and understanding the Playschool's Parent Handbook (available for download on our web site or paper copies available upon request) I agree to comply with all guidelines and policies within it.

## Pick-up Permissions

**WHO, BESIDES THE PARENT OR GUARDIAN MAY PICK UP YOUR CHILD FROM PRESCHOOL? PLEASE LIST NAMES, RELATIONSHIP AND PHONE NUMBER.**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**DO YOU HAVE ANY SPECIFIC CONCERNS ABOUT SOMEONE UNAUTHORIZED TRYING TO PICK UP YOUR CHILD FROM SCHOOL?**

   **NO**    **YES** \_\_\_\_\_

\_\_\_\_\_ please attach court documents if applicable.

My signature, acknowledges that all of the preceding information is correct to the best of my knowledge and that **if there are any changes during the school year, it is my responsibility to relay that information to the school's director.** It also signifies that my above initials indicate agreement with the listed items.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please check your class choice, sign the enrollment agreement below, and return the entire packet 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, 2018.  
2-Days/Week •Tuesday/Thursday, 9:00-11:30 am  
Registration fee: \$50.00 \$110.00/month tuition

**DUE TO LIMITED CLASS SIZES, PLEASE INDICATE YOUR PRE-K PROGRAM PREFERENCE BY MARKING A 1, 2, OR 3 BESIDE EACH OPTION BELOW:**

**Pre-K Extended Class** – Children should be 4-years-old by September 1, 2018.  
3-Days/Week •Monday/Wednesday/Friday, 9:00 am-2:00 pm  
Registration fee: \$75.00 \$250.00/month tuition

**Pre-K Basic Class-AM** – Children should be 4-years-old by September 1, 2018.  
3-Days/Week •Monday/Wednesday/Friday, 9:00-11:30 am  
Registration fee: \$75.00 \$140.00/month tuition

**Pre-K Basic Class-PM** – Children should be 4-years-old by September 1, 2018  
3-Days/Week •Tuesday/Wednesday/Thursday, 12:00-2:30 pm  
Registration fee: \$75.00 \$140.00/month tuition

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**Summer Camp 2018** – Children should be 3- to 5-years-old by June 1, 2018.

Young Scientists: July 9-13, 9-11:30am  Ocean Explorers: July 16-20, 9-11:30am

Registration fee: \$0 (\$10.00 if not a current or enrolling student), tuition: \$70 per camp or \$130 for both camps.

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 this fee reserves a place at the Playschool is nonrefundable. **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 due date each month for the regular school year, and as directed for Summer Camp. 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.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



# Emergency Contact Information

CHILD'S NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

CHILD'S DOCTOR \_\_\_\_\_ PHONE \_\_\_\_\_

CHILD'S DENTIST \_\_\_\_\_ PHONE \_\_\_\_\_

MEDICAL INSURANCE CARRIER \_\_\_\_\_

GROUP # / POLICY # \_\_\_\_\_

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Please list the order of who should be called in an emergency (including parent/ guardians) and their phone numbers during school hours.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Does your child have any allergies or health conditions that require special care, medication, precautions or special diet while at school? \_\_\_no \_\_\_yes If yes, I understand that I will need to complete a health care plan form before my child's first day of school (available from the director). If medication (including epi-pen) is required at school, then a physician's prescription will need to be provided also.

Please initial \_\_\_\_\_

Please list any pertinent information that may be helpful to the treatment of your child in the event of an accident or sudden illness. (allergy to medication, past medical problems etc.)

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

## Medical Agreement

I give permission for staff members of The Bellefonte Playschool to administer basic first aid to my child. If a medical condition requires professional attention, I give permission for staff members to seek emergency medical treatment for my child. I will assume full responsibility for paying any medical expenses if an accident or sudden illness should occur to my child. I understand that The Bellefonte Playschool staff will use their best judgement as to whether medical treatment is necessary. I acknowledge that the specified emergency contact individuals will be notified as soon as any medical emergency arises. I will notify the school's director concerning any changes in my child's emergency contact information.

Please initial \_\_\_\_\_

My signature signifies that all above information is correct to the best of my knowledge and my initials indicate that I agree with the above statements.

Signed \_\_\_\_\_ Dated \_\_\_\_\_