



1920 Pleasure House Road, Virginia Beach, VA 23455

www.baysidebc.org E-mail: bbwp@baysidebc.org

757-460-0333

2019-2020 Weekday Preschool Registration

Child's Name: Last First Middle Initial Sex: M F

Name to be used by teacher: Date of birth: / /

Address: Street City Zip Code

Does your child speak English: Yes / No Primary language spoken at home?

Is your preschool student toilet trained? Yes No Progressing
It is required that children in the 3-Year Old Class be toilet trained...

Mother (or guardian) name: E-mail
Authorized to pick up child? Yes No \* Employed by
Telephone: Home Cell Work
Address (if different than child):

Father (or guardian) name: E-mail
Authorized to pick up child? Yes No \* Employed by
Telephone: Home Cell Work
Address (if different than child):

Parents' marital status: \*Note: If answered "no" above, you must submit appropriate legal documentation...

Mark a 1st and 2nd choice. A non-refundable fee of \$160 payable to BBWP is due at registration for Toddler to 4-year-old classes.

Table with 4 columns: Age Group, Days, Fee, and Special Notes. Includes rows for Toddlers, 2-year-olds, 3-year-olds, 4-year-olds, and Kindergarten.

I understand that registration fees are non-refundable. I am aware that a request for a specific teacher may not always be honored.

Parent/Guardian Signature: Date:

Office Use: Registration Amount Paid: Cash or Check#
Proof of Identity: State: # Issued Date:
Birth date: Form of Identification:

**PROOF OF PREVIOUS PROGRAMS**

Per the Code of Virginia, *parent/guardians* are required to furnish information regarding previous enrollments. Include the name of the program, school and location to assure proper identification of the program(s) or school(s).

\_\_\_ My child has not attended any previous program. (Please check if appropriate)

\_\_\_ My child has attended the following program(s):

1.) School/Program: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Dates Attended: \_\_\_\_\_

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**ILLNESS POLICY**

I understand that if my child is ill with a communicable disease, fever, diarrhea and/or vomiting, **he/she may NOT return to school until free of all symptoms for a full 24 hours without the use of medication.**

Furthermore, if my child arrives to school and is noticeably ill, I understand that he/she will not be admitted for the day.

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

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

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**EMERGENCY CLOSINGS/INCLEMENT WEATHER POLICY**

In case of an emergency at Bayside Baptist Church due to fire, loss of electricity, severe weather, etc., it may be necessary to close the weekday preschool.

In addition, if the Virginia Beach City Public Schools are closed or delayed...we will be closed.

Make-up days will be at the discretion of the Weekday Preschool Director and Church Administrator and may only be considered after five (5) days of school are missed due to an emergency closing. Tuition is an annual fee and no reimbursement will be given due to illness, vacation, holidays or emergency closings.

**\*\*I am aware of this policy and additional policies stated in the *Weekday Preschool Handbook* which can be viewed on the Preschool link at [www.baysidebc.org](http://www.baysidebc.org)**

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

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

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**VIDEO/PHOTO RELEASE:**

I/We understand that my/our child's likeness may be photographed or videotaped by Bayside Baptist Weekday Preschool during school activities. I/We hereby consent for the school/church to use my/our child's likeness in promotional and/or advertising materials. I affirm that I have the legal right to issue such consent.

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

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**PHONE TREE:**

I hereby give permission for my name and telephone number to be released upon request by classmates for party and/or playdate purposes.

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

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**MARRIAGE POLICY OF BAYSIDE BAPTIST CHURCH**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Bayside Baptist Church will only recognize marriages between a biological man and a biological woman.

I understand that Bayside Baptist Weekday Preschool will teach in accordance with biblical teachings and Bayside Baptist Church's Statement of Faith:

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

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**Church you are currently attending:** \_\_\_\_\_

Would you be interested in information about Bayside Baptist Church and its ministries? \_\_\_ Yes \_\_\_ No

How would you like to be contacted? Phone: \_\_\_\_\_ And/or Email: \_\_\_\_\_

## Weekday Preschool Enrollment Requirements:

We must have the following documentation on file for each child to satisfy Department of Social Services Licensing regulations and insurance requirements. Children will not be allowed to attend without the following documentation:

- **"School Entrance Physical Examination and Immunization Certification"** form is required for children entering school. The form requires a **physical examination** (that is less than a year old) and **up-to-date immunizations**. A **new updated form** is required for children entering Kindergarten.
- New students **must show proof of identity (Birth Certificate) at registration** or within 7 days of the first day of school. **Photocopies cannot be accepted.** Originals will be returned once documented.
- Teacher Assignments will be mailed to you by **mid- late August**. A Meet and Greet (a scheduled time to meet your teacher and one new friend) will be held the Thursday and/or Friday before the start of school.
- Your child's enrollment is not complete until we have the completed **Health Form, Proof of Identity** and all other information requested on this Registration Packet.

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## Withdrawal Policy:

If a child needs to be withdrawn from school, a **two-week notice is required and full tuition for the month withdrawn**. Should more notice be possible, it would be greatly appreciated. Because tuition is an annual fee, **children who are withdrawn after March 31, 2020 are responsible for the remaining payments**. Bayside Baptist Weekday Preschool reserves the right to withdraw a student in respect to delinquent tuition payments; or for any violation of the policies stated in the Weekday Preschool Handbook, as determined by the Weekday Preschool Director and Church Administrator.

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

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## Early Birds, Stay & Play and Kids Club

**Early Birds 8:30 a.m. – 9:30 a.m.:**  
(Toddlers - Kindergarten are eligible)

**Stay & Play 1:30 p.m. – 2:30 p.m.:**  
(2 1/2s - Kindergarten are eligible)

1 morning/week	Add \$30 per month to tuition check
2 mornings/week	Add \$50 per month to tuition check
3 mornings/week	Add \$75 per month to tuition check
4 mornings/week	Add \$90 per month to tuition check
5 mornings/week	Add \$125 per month to tuition check

1 afternoon/week	Add \$30 per month to tuition check
2 afternoons/week	Add \$50 per month to tuition check
3 afternoons/week	Add \$75 per month to tuition check
4 afternoons/week	Add \$90 per month to tuition check
5 afternoons/week	Add \$125 per month to tuition check

**OCCASIONAL basis for Early Birds AND Stay & Play... a 24 business-hour verbal notice is required! The fee is \$10.00 per use** and you will be billed at the end of each month for the number of mornings/afternoons used.

Without the required 24 business-hour **verbal notice**, you may be turned away due to improper staff to student ratios as per Department of Social Service Guidelines.

Early Birds and Stay N' Play used on a **REGULAR** basis, fees are **prepaid** (based on \$6-7 per hr.) with your monthly tuition check based on the number of days you indicate needing this service (days must be consistent- no "exchanging" days each week).

**Kids Club 1:30 p.m. – 2:30 p.m. (3s - Kindergarten only):**

A variety of enrichment opportunities will be available (i.e. Book Nook, Kids in Motion, Lil' Picasso's, Spanish Club, etc.) Classes will meet one day per week from October until May. The club option is on a "regular" basis and there will be **no "drop-ins"**. A \$30 registration fee is due at enrollment of the class and a monthly fee of \$30 is due from October to May. **Space is limited. To withdraw from a class, a 30-day paid notice is required. To register, you will complete the registration form mailed with school packets in August.**

Note: Soccer and Dance will be offered. Rates are set by and paid to those programs.

**\*\*\*We will register families for Early Birds, Stay & Play, and Kids Club at orientation\*\*\***



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### FEDERAL TRUTH IN LENDING DISCLOSURE STATEMENT FOR SERVICES RENDERED

The Federal Truth in Lending Act, Regulation Z, REQUIRES a Federal Truth in Lending Statement if there are more than four (4) payments.

Child's Name: \_\_\_\_\_

Name of Party Responsible for Payment: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

#### Education Services

Program	Total Annual Tuition	9 Monthly Payments of:	Non-Refundable Registration Fee	Kindergarten Book Fee
2 Day Toddler	\$2250.00	\$250.00	\$160.00	—
2 Day Preschool	\$1980.00	\$220.00	\$160.00	—
3 Day Preschool	\$2205.00	\$245.00	\$160.00	—
4 Day Preschool	\$2385.00	\$265.00	\$160.00	—
5 Day Preschool	\$2520.00	\$280.00	\$160.00	—
Kindergarten	\$3150.00	\$350.00	\$200.00	\$120.00

The **first regularly scheduled monthly payment** of the **2019-2020 annual tuition** is due **August 1st**. Each **subsequent payment** is due and payable the **first school day** of the month until paid in full. All accounts must be **paid in full no later than April 2020**.

The schedule of payments is extended **over 9 months from August to April** for the convenience of the party responsible for payment. Monthly payments are available with a 0% interest rate. No reimbursement will be given due to illness, vacation, holidays or emergency closings.

**Late Fees:** BBWP will charge 10% per month of any account balance when a payment is not received by the 8<sup>th</sup> of the month unless previously approved by the Weekday Preschool Director.

**Non-Sufficient Funds:** There is a \$40 fee for all returned checks.

**Late Pick-up Fees:** Children who are not picked up on time will be assessed a late fee of \$1.00 for every minute or portion thereof.

**Withdrawal Notice:** If a child is going to be withdrawn from the program, a **two-week notice** is required and full tuition for the month is to be paid by the responsible party. Late payment fees are applicable. Because tuition is an annual fee, **children who are withdrawn after March 31, 2020 are responsible for the remaining payment(s)**.

If collection or other legal procedures are instituted, I agree to pay all expenses of collection, including court costs, and reasonable attorney fees, if such are incurred.

**I HEREBY CERTIFY** that I have read this disclosure statement and agree to these terms.

\_\_\_\_\_  
(Signature of Party Responsible for Payment)

\_\_\_\_\_  
(Relationship to Student)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)