



3141 43rd Ave S.
Minneapolis, MN 55406
612-721-2290, phone
bethlehemchildcare@yahoo.com

Dear Preschool Families,

We are excited that you are interested in BCCC for your child's preschool. Below you will find information listing what forms you need to enroll. Enrollment begins on Monday, February 1, 2021 for currently enrolled families, families who were registered to attend in the 2020-2021 school year, previously enrolled families, and church members. On President's Day – February 15, 2021 - we will open enrollment for new families.

If you are registering a child that is **currently enrolled** you will only need to submit two forms, "Application for Enrollment" and "Preschool Contract" along with a \$100 reservation fee. If your child has updated any immunizations throughout the past year, please submit a new immunization form or the record from your clinic.

If your **child has not attended** BCCC previously, include the \$100 reservation fee plus a \$60 registration fee- this can be one check- along with completed enrollment packet. Packets must be complete, including the Health Care Summary and Immunizations. Incomplete packets will not hold a spot for your child.

Explanation of Fees:

Registration Fee is a \$60 non-refundable fee for new children.

Reservation Fee is a \$100 fee per child, with a maximum of \$200 per family. This reservation fee will be credited to October's tuition if there is no termination or change of any requested care, per confirmed contract, between June 1 and October 1. If termination or change occurs between June 1 and October 1 this reservation fee will be retained by BCCC.

Here is a complete list of forms to include when you submit your paperwork:

- Application for Enrollment
- Preschool Contract
- BCCC New Child Information
- Health Information, filled out by parents/guardians
- Authorization for emergency care, photos, directory, sunscreen, local walks
- BCCC Allergy Policy-Acknowledgement
- Health Care Summary filled out by your Health Care Source or the form the clinic uses. *Even if your child will be going to the doctor soon, submit the latest summary and turn in the updated form once the child's visit is complete.
- Immunization Record, our form or a form generated by your clinic
- If your child has an IEP, allergies, or other special needs you will have additional forms to fill out- please let us know so we can send you the correct forms.

We will enroll children based on these criteria:

1. The order in which we receive completed paperwork.
 - a. Currently enrolled families
 - b. Previously enrolled families, including those who were signed up to attend during the 2020-2021 school year but could not attend due to COVID modifications.
 - c. New families
2. Beginners: children must be 3 by September 1 and Pre-K: children must be 4 by September 1.
3. We will accept enrollment paperwork for children who turn 3 between September 1 and October 1- they will automatically be added to the Wait List. They will be eligible to be assigned to the Beginners class if there are openings after June 1.
4. Children who turn 3 after October 1 will not be enrolled in the program.

Thank You,
Jill Ravensborg, Director

APPLICATION FOR ENROLLMENT



3141 43rd Ave S
Minneapolis, MN 55406
612-721-2290, phone
bethlehemchildcarecenter@gmail.com

Today's Date: _____

Child's Name: _____ Male / Female

What name do you want your child called at BCCC? _____

Child's Date of Birth: _____

Program: Beginners Pre-Kindergarten School Age

Child's Address: _____

Parent /Guardian(s):

1. Name: _____ Occupation: _____

Parent address, if different from child's: _____

Home#: _____ Work# _____ Cell# _____

E-mail: _____ cell phone carrier (for texts): _____

2. Name: _____ Occupation: _____

Parent address, if different from child's: _____

Home#: _____ Work# _____ Cell# _____

E-mail: _____ cell phone carrier (for texts): _____

Marital Status of Parents/Guardians: _____

Custody-Visiting Arrangements: _____

EMERGENCY INFORMATION (Required)

Child's Health Clinic/Doctor: _____

Address: _____ Phone: _____

Child's Dentist: _____

Address: _____ Phone: _____

We are required to have a minimum of 2 emergency contacts: name, address & phone

Persons to be called in case of emergency/authorized to pick up child (other than parent):

1. Name: _____ Relationship to child: _____

Address: _____ Phone: _____

2. Name: _____ Relationship to child: _____

Address: _____ Phone: _____

Anyone who MAY NOT pick up your child: (example: a parent without custodial rights):

***Unless otherwise indicated we will assume that emergency contacts are also authorized to pick up your child.**



Preschool Contract Form 2021-2022

Please complete, sign, and return this form with the enrollment packet, registration fee, and reservation fee.

A non-refundable registration fee of \$60 is due with the completed packet for all **new** children. A reservation fee of \$100 is also due with the application for **all** children. The check amounts can be combined. The reservation fee of \$100 will be credited to your October tuition if there is no termination or change of any requested care, per confirmation of this contract, between June 1 and October 1, 2021. If termination or change occurs between these dates, the \$100 reservation fee will be retained by BCCC.

Tuition Rates 2021-2022:

Half Day Rates (9:00 a.m. – 1:00 p.m.):

- Beginners \$30.50 per day
- Pre-K \$30.50 per day

Full Day Rates (7:00 a.m. – 6:00 p.m. with a 10-hour limit):

- 1 Full day \$56.50 per day
- 2 Full days \$113 per week
- 3 Full days \$170 per week
- 4 Full days \$216 per week
- 5 Full days \$258 per week

BCCC has a scholarship program to provide financial assistance to those who might not otherwise be able to afford the full cost of quality preschool. The assistance is granted in the form of partial tuition scholarships, contingent upon the availability of funds. Funds are designated in May- please notify Jill for an application.

Note: Our billing cycle is billed in 4-week cycles and tuition and fees are due before care is provided. We require a 2-week written notice if you decide to terminate service or change a child’s schedule. You will be billed for those two weeks. Additional days may be added, dependent upon availability.

Check and Circle your request:

- Beginners** (children are 3 by September 1): **Half Day** or **Full Day**
- Pre-Kindergarten** (children will enter Kindergarten in fall of 2022): **Half Day** or **Full Day**

Place an X in the appropriate spaces for which you want to enroll your child. Children must be enrolled for a minimum of 2 days, of any combination of full day or a.m. programs.

Monday		Tuesday		Wednesday		Thursday		Friday	
a.m. only	Full day	a.m. only	Full day	a.m. only	Full day	a.m. only	Full day	a.m. only	Full day

Total mornings/days per week: _____ Weekly rate to be charged: _____

I agree to pay Bethlehem Child Care Center the fees for the services rendered on or before the due date as set forth on this form, by the parent handbook, and/or monthly tuition statements.

We request care for _____ (print Child’s First and Last name)

Parent/Guardian signature: _____ Date: _____

B.C.C.C. NEW CHILD INFORMATION



How did you come to know about BCCC? _____

Please describe previous experiences your child had with child care/preschool? _____

What do you hope your child will gain from enrolling at BCCC? _____

What would you like your child's teachers to know about his/her style? _____

Does your child nap? _____ When? _____

What time does your child go to bed at night? _____ Wake up? _____

Does your child have any special fears? _____

Does your child have any problems with vision or hearing? If so, please explain _____

Does your child receive any special services? If so, please explain. Do you have any concerns about any aspect of your child's development? _____

Has your child had any serious accidents or operations? If so, please describe _____

Does your child play well alone? _____ In groups? _____

Please circle words below that describe your child:

Happy	Aggressive	Dependent	Stubborn	Clumsy	Alert
Friendly	Good-natured	Impulsive	Fearful	Quiet	Active
Moody	Even-tempered	Attentive	Sympathetic	Sleepy	Slow to warm up

Other: _____

What are the names and ages of other siblings? Any other information that would help us get to know your child's family better (step-parents, grandparents, adoption, other care givers)? _____

To help us celebrate and reinforce your child's cultural background please tell us about holidays and special days that are celebrated in your home. _____

Health Information



Child's Name: _____

<u>Allergies</u>	<u>Reaction(s)</u>
Medication	
Food	
Environmental	
Other	

If your child has any allergies you will be required to fill out an Individual Allergy Action Plan along with your doctor/clinic. Please request the additional forms from the office immediately. BCCC must be given medication prescribed by your doctor for emergency treatment for all allergies.

Other Significant Medical/Educational Information: Asthma, IEP, Speech, Developmental Delay.... You will likely be required to have your doctor fill out an Individualized Child Care Plan (ICCP) – please request the additional form from the office immediately. Note: If your child has an IEP we are required to have a copy.

In order for your child to attend, the medication and treatment plan must be at BCCC.

Current Medications: _____

Note: Parent/Guardian will be required to fill out Medication Permission Form anytime staff are asked to dispense medication.

Dietary Needs:

Parent/Guardian Signature: _____ Date: _____

<p>Child's Name:</p>	
<p>Emergency Care I give permission to BCCC staff to make whatever emergency (ex. First aid, disaster, evacuation) measures are judged necessary for the care & protection of my child while under the supervision of BCCC. In case of emergency, I understand that my child will be transported to an appropriate medical facility by the local emergency unit for treatment if the local emergency resource deems it necessary. The child will be transported at the expense of the family. It is understood that in some medical situations, staff may need to contact the local emergency resource before the parent, child's physician, and/or other adult acting on the child's behalf is contacted.</p>	<p>Parent/Guardian Signature: _____ Date: _____</p>
<p>Nurse/Health Consultant I understand that BCCC nurse/health consultant has access to my child's file during center visits.</p>	<p>Parent/Guardian Signature: _____ Date: _____</p>
<p>Diffuse Essential Oils I give permission for my child to be in a room that uses an essential oil diffuser.</p>	<p>Parent/Guardian Signature: _____ Date: _____</p>
<p>Photographs/Video I give permission for my child's image to be used in photographs within the center (bulletin boards, crafts, booklets...).</p>	<p>Parent/Guardian Signature: _____ Date: _____</p>
<p>Photographs/Video I give permission for my child's image to be shared on the classroom electronic updates and on the digital slideshow in the center's hallway.</p>	<p>Parent/Guardian Signature: _____ Date: _____</p>
<p>Photographs/Video I give permission for my child's image to be used on BCCC website and publications.</p>	<p>Parent/Guardian Signature: _____ Date: _____</p>
<p>Student Directory Each year BCCC puts together a student directory. The purpose is to help the children and families connect with other classmates if they choose. It will include child's name and photo; parent's name, address, phone number, and email. Please choose one of the three options listed:</p> <p><input type="checkbox"/> I give permission to have my child included in the directory.</p> <p><input type="checkbox"/> I only want my child's name included in the directory. Do not include personal information or a photo.</p> <p><input type="checkbox"/> I do NOT want my child included in the directory.</p>	<p>Parent/Guardian Signature: _____ Date: _____</p>
<p>I give permission BCCC staff to:</p> <p><input type="checkbox"/> Apply sunscreen</p> <p><input type="checkbox"/> Take my child on local walks in the neighborhood and to Cooper Park (32nd St & 43rd Ave)</p>	<p>Parent/Guardian Signature: _____ Date: _____</p>



BCCC Allergy Policy - Acknowledgment

The Bethlehem Child Care Center [BCCC] has some unique characteristics. For example, every child in the preschool program and pre-kindergarten program brings his or her own lunch. Further, the BCCC incorporates field trips in the curriculum as well as trips to neighboring parks in summer and winter. Further, the use of the entire BCCC facility (including an indoor play area) is also used by church members and invitees to the Church, including other children. Because of these unique characteristics, BCCC cannot ensure that a child with a severe food allergy will not be exposed to the food or substance to which that child is allergic or sensitive.

Parents or guardians of children with a severe food allergy or sensitivity must make childcare staff and the Director aware of their child's food allergies and/or intolerance. Further, every child who has been prescribed an epinephrine auto-injector must have the epi-pen(s), in its original container and current prescription information on the label, given to the staff and kept at the center. Expired medicine, including epi-pens, may not be administered. If a child who has been prescribed an epinephrine auto-injector plans to go on a field trip, the staff will always take the epi-pen(s) along, so it will be readily available in the event of an emergency away from the BCCC.

I, _____, have read the attached Bethlehem Child Care Center Allergy Policy. I am signing this acknowledgment because I understand that BCCC cannot ensure that my child, _____, who has a severe allergy to _____ will not be exposed to the above-stated in the childcare center, or at any time while my child is in the care and custody of BCCC.

Date

Signature of Parent or Guardian

HEALTH CARE SUMMARY

MUST BE COMPLETED BY HEALTH CARE SOURCE

(or submit the Health Care Source's form that covers these area- example: MyCharts)

Name of Child: _____ Birth Date: _____

Address: _____ Telephone: _____

Parent(s) or Guardian: _____

Date of last physical examination: _____

How long have you been seeing this child? _____

How frequently do you see this child when he/she is not ill? _____

Does this child have any allergies (including allergies to medications)? _____

Is a modified diet necessary? _____

Is any condition present that might result in an emergency? _____

What is the status of the child's...? Vision: _____

Hearing: _____

Speech: _____

Please list below the important health problems

<u>Important Health Problems</u>	<u>Followed by you</u>	<u>Followed by Other Med Source (Name)</u>	<u>Requires Special Attention at Center</u>
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Other information helpful to the child care program _____

Signature of Health Source: _____

Phone: _____

Address: _____

Date: _____

Immunization Form

Enter the dates for each vaccine your child has received to date. Specify the month, day, and year of each dose such as 01/01/2010.

Name _____

Birthdate _____

Immunizations required for child care, early childhood programs, and school.

Birth to 6 months 12 -24 months At Kindergarten At 7th grade At 12th grade

Vaccine

Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diphtheria, Tetanus, Pertussis (DTaP, DT, Td)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Haemophilus influenzae</i> type b (Hib)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pneumococcal (PCV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Polio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measles, Mumps, Rubella (MMR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chickenpox (varicella)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tetanus, Diphtheria, Pertussis (Tdap)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meningococcal (MCV4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Minnesota law requires children enrolled in child care, early childhood education, or school to be immunized against certain diseases, unless the child is medically or non-medically exempt.

Instructions for parent or guardian:

- Fill out the dates in chronological order even if your child received a vaccine outside of the age/grade category that the box is in. Depending on the age of your child, they may not have received all vaccines; some boxes will be blank.
 - If you have a copy of your child's immunization history, you can attach a copy of it instead of completing the front of this form.
 - Your doctor or clinic can provide a copy of your child's immunization history. If you are missing or need information about your child's immunization history, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-3980 or 800-657-3970.
- Sign or get the signatures needed for the back of this form.
 - Document medical and/or non-medical exemptions in section 1.
 - Verify history of chickenpox (varicella) disease in section 2.
 - Provide consent to share immunization information (optional) in section 3.

Instructions: Complete section 1 to document a medical or non-medical exemption, section 2 to verify history of varicella disease, and section 3 to consent to share immunization information.

Name _____

1. Document a medical and/or non-medical exemption (A and/or B).

Place an X in the box to indicate a medical or non-medical exemption. If there are exemptions to more than one vaccine, mark each vaccine with an X.

Vaccine	Medical Exemption	Non-Medical Exemption
Diphtheria, Tetanus, and Pertussis		
Polio		
Measles, Mumps, Rubella		
<i>Haemophilus influenzae</i> type b		
Chickenpox (varicella)		
Pneumococcal		
Hepatitis A		
Hepatitis B		
Meningococcal		

B. Non-medical exemption: A child is not required to have an immunization that is against their parent or guardian's beliefs. However, choosing not to vaccinate may put the health or life of your child or others they come in contact with at risk. Unvaccinated children who are exposed to a vaccine-preventable disease may be required to stay home from child care, school, and other activities in order to protect them and others.

By my signature, I confirm that this child will not receive the vaccines marked with an X in the table because of my beliefs. I am aware that my child may be required to stay home from child care, school, and other activities if exposed.

Signature: _____ Date: _____
(of parent or guardian in presence of notary)

Non-medical exemptions must also be signed and stamped by a notary:

This document was acknowledged before me on _____ (date)

Notary Stamp



STATE OF MINNESOTA, COUNTY OF _____

by _____ (name of parent or guardian)

Notary Signature: _____

A. Medical exemption: By my signature below, I confirm that this child should not receive the vaccines marked with an X in the table for medical reasons (contraindications) or because there is laboratory confirmation that they are already immune.

Signature: _____ Date: _____
(of health care practitioner*)

2. History of chickenpox (varicella) disease. This child had chickenpox in the month and year _____

My signature below means that I confirm that this child does not need chickenpox vaccine because:

- I am a health care practitioner and this child was previously diagnosed with chickenpox or the parent provided a description that indicates this child had chickenpox in the past.
- I am the parent or guardian and this child had chickenpox on or before September 1, 2010.

Signature: _____ Date: _____
(of health care practitioner*, representative of a public clinic, or parent/guardian). Parent can sign if chickenpox occurred before September 2010.

*Health care practitioner is defined as a licensed physician, nurse practitioner, or physician assistant.

- 3. Consent to share immunization information:** This school is asking for permission to share your child's immunization record with Minnesota's immunization information system. Giving your permission will:
 - Provide easier access for you and your school to check immunization records, such as at school entry each year.
 - Support your school in helping to protect students by knowing who may be vulnerable to disease based on their immunization record. This can be important during a disease outbreak.
- Under Minnesota law, all the information you provide is private and can only be released to those authorized to receive it. Signing this section of the form is optional. If you choose not to sign, it will not affect the health or educational services your child receives.
- I agree to allow my child's school to share my child's immunization documentation with Minnesota's immunization information system:

Signature: _____ Date: _____
(of parent/guardian)