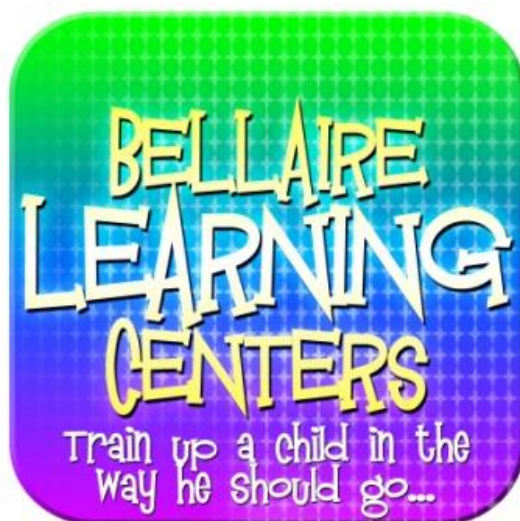


BELLAIRE LEARNING CENTER

REGISTRATION PACKET

2020-2021



Mrs. Mary Collier

LEARNING CENTERS' ADMINISTRATOR

318.698.1600 or 318.746.3996

Hours of operation: 6:30 AM-5:30 PM (Monday – Friday)

MAIN CAMPUS

1210 BELLAIRE BOULEVARD • BOSSIER CITY, LA 71112

318.746.3996

MRS. TERRI BANES, DIRECTOR

MS. RHODA DUHON, ASSISTANT DIRECTOR/CURRICULUM COORDINATOR

SOUTH CAMPUS

4330 PANTHER DRIVE • BOSSIER CITY, LA 71112

318.698.1600

Mrs. Kaniece Bowditch, Assistant Director Ms. LYNN OWENS, DIRECTOR

www.bellairelearningcenter.org

Revised March 2020



MARY COLLIER

LEARNING CENTERS' ADMINISTRATOR

Dear Parents:

On behalf of our Pastor, I want to say how delighted we are to have you and your family as part of the Bellaire Baptist Church Learning Center program. The Pastor and Learning Center Staff understand the gift of children and take seriously the trust you put in us in caring for your child. Please know it will always be our main goal to provide developmental care in a Christian atmosphere that helps your child grow mentally, physically, spiritually, socially and to give them the loving care and guidance they need during their formative years.

If you do not have a church home, I invite you to join us at Bellaire Baptist Church. Check out our website, www.bellairebaptist.org for a complete list of activities and events happening at our Church. We also have a very active Children's Ministry full of fun and exciting opportunities to make memories while growing in Christ. To see what's happening this month, visit www.bellairekids.org or "like" Bellaire Kids on Facebook.

It is my prayer it will be apparent how much we love your child and want to continue providing for their safety and security while they experience Christ's amazing love at Bellaire Baptist Church Learning Centers. If you have any questions, please feel free to contact one of our Directors or me at 746.3996. Thank you again for sharing your child with us and we look forward to learning and growing together!

In HIS Service,

s/ Mary Collier

MARY COLLIER, Learning Centers' Administrator

"See that you do not despise one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven".
Matthew 18:10

GENERAL INFORMATION

Child's Full Name: _____

Sex: _____ Birthdate: _____ If unborn, Due Date: _____

Allergies and/or Dietary Restrictions: _____

If School Age, Grade Child will be entering in fall 2019: _____

If School Age, School your Child will attend in fall 2019: _____

Mother's Name: _____

E-Mail Address: _____

Are you a Member of Bellaire Baptist Church? _____ YES _____ NO

If No, which Church do you attend: _____

Home Address: _____

Phone Numbers: (HOME) _____ (WORK) _____ (CELL) _____

Father's Name: _____

E-Mail Address: _____

Are you a Member of Bellaire Baptist Church? _____ YES _____ NO

If No, which Church do you attend: _____

Home Address: _____

Phone Numbers: (HOME) _____ (WORK) _____ (CELL) _____

Child's Physician: _____ Phone: _____

Child's Dentist: _____ Phone: _____

Person to contact in case of emergency in the event the Parent cannot be reached. This person is authorized to remove your child from the Center:

Name: _____ Phone: _____

Relationship to Child: _____

Name: _____ Phone: _____

Relationship to Child: _____

SUMMER ONLY _____ FALL ONLY _____ SUMMER AND FALL _____ PreK ONLY _____

Parent Signature: _____ Date: _____

TUITION CONTRACT

Child's Name: _____

Name of individual responsible for payment: _____

Billing address: _____
(Street/PO Box #) (City) (State) (ZIP)

Email address: _____

_____ Weekly Billing (**every Friday**) or _____ Monthly Billing (**last business day of the month**)

Yearly Registration Fee \$50.00 due upon registration Date Paid: _____ / _____ / _____

Yearly Curriculum Fee: \$100.00/three and four year olds Date Paid: _____ / _____ / _____
\$50.00/two year olds Date Paid: _____ / _____ / _____

The Tuition Fee Schedule is as follows:

Infants-2 years	\$130.00 per week
Three-Four year olds	\$120.00 per week or \$563.33 monthly
Preschool only fees	\$240.00 per month
School Age (Before/After School Program)	\$ 75.00 per week or \$325.00 monthly
School Age Summer Fees	\$130.00 per week
Summer May-Aug (to hold spot for following school year)	

For before/after school care: When Bossier Parish Schools are closed and your child will be attending the Learning Center for the day, an additional \$15 charge, per child, per day will be due.

Tuition is due in advance to services being rendered and is due **regardless** of absences, holidays or inclement weather.

All account must enroll in Tuition Express. Bellaire Learning Center can produce a receipt for your payment or you can receive instant email notifications by signing up at www.tuitionexpress.com

A **\$35 late fee** will be charged to your account for any unpaid balance. I understand that because the Center has to pay my child's teacher for any additional time worked, a late pickup charge will be administered when a child is picked up later than the prescribed schedule. (5:31 pm is considered late.) \$10.00 for every 10 minutes thereafter will be assessed. This applies for the 11:30 A.M. Preschool pickup as well.

****All accounts should be current prior to the Friday before Christmas break.
A late fee of \$35 will be charged to any account with an unpaid balance.***

Refunds/Credits: There will be **NO** refunds or credits issued on Curriculum or Registration Fees. Accounts must be paid in full before your child can be registered for the next season (Fall or Summer).

Returned Payments: A charge of \$35 will be assessed for all returned or declined payments. Returned payments must be reconciled manually with a money order.

Withdrawal: Should you need to withdraw your child from Bellaire Learning Center, we require the courtesy of **two notice** in order to activate our waiting list. **No refunds** will be given **without** two week's written notice.

I have read and understand the above information and agree to abide by all the terms stated.

Parent/Guardian Signature: _____ Date: _____

PROCEDURE AGREEMENT

Please read the following statements before signing at the bottom.

1. I give the Bellaire Learning Center Staff permission to care for my child during the time they are present at the Center, and away on Field Trips.
2. I give the Bellaire Learning Center Staff permission to transport my child on the Learning Center bus and/or van, to and from their appropriate schools. This includes the following schools: Curtis Elementary, Sun City, Bellaire Elementary and Elm Grove Middle.
3. I give the Bellaire Learning Center staff permission to transport my child on the Learning Center bus and/or van to and from designated field trips.
4. I give the Bellaire Learning Center staff permission to walk my child to and from Bellaire Elementary. (Bellaire Main Campus only)
5. I agree to sign my child into and out of the Center. **NO CHILD IS TO BE DROPPED OFF AT THE DOOR.**
6. I will notify the Center about anyone who does not normally pick up my child or is not on the authorized list.
7. I will notify the Center (School Age Parents) when my child will not need to be picked up from school.
8. I will give notice of two (2) weeks in advance if removing my child from the Center.
9. I give permission for photographs and videos to be taken of my child while participating in the program.
10. I understand and fully acknowledge that my child will be monitored by closed circuit video in their classroom.
11. I fully understand that the closed circuit video will be monitored for security reasons only.
12. I understand Tuition is due in advance to services being rendered.
13. I understand all accounts are direct pay and agree to sign up with Tuition Express.
14. I agree to pick up my child within the ten hour maximum time of care each day, or pay \$1.00 per minute that I am late.
15. **Potty Training:** I understand students that are promoting to the three year old classes must be potty trained.
16. Monthly payments are due on the 1st of each month.
17. I have read the Parent Handbook and agree to abide by the policies set forth in it.

Parent's Signature: _____ Date: _____

HOLIDAY SCHEDULE FOR 2020-2021

The Learning Centers are closed on the following holidays:

- February 17, 2020 (President's Day)
- April 10, 2020 (Good Friday)
- May 25, 2020 (Memorial Day)
- July 4, 2020 (Centers Closed July 3rd.)
- September 7, 2020 (Labor Day)
- November 23-27, 2020 (Thanksgiving Break)
- December 23-25, 2020 (Christmas Break)
- December 31, 2020-January 1, 2021 (New Year Break)
- February 15, 2021 (Presents Day)

One Friday for Annual Teacher Training (TBA and posted in advance)

Tuition is due regardless of absences or holidays. The same weekly tuition fees still apply when a week contains a holiday. The same weekly tuition fees still apply for the three days of Thanksgiving break, the three days of Christmas break, and the two days of New Year's break.

Half-day Pre-School classes follow Bossier Parish School schedules.

Weather Closing: *The Center will close under weather conditions if the Pastor and/or the Learning Center's Administrator declare the weather conditions to hazardous to open. No refund will be given for these days. Local radio and television stations will be notified if the Center is closed. If Bossier Parish closes the schools in the middle of the day, it is the parent's responsibility to pick up their child from school. We are not allowed to take the bus/van out with hazardous road conditions.*

Parent's Signature: _____ Date: _____

5329.A

NON-VEHICULAR EXCURSION AUTHORIZATION

My child, _____, has my permission to participate in the following off-site activities when the children are walking and accompanied by staff of the Center:

Type of Activity

Chapel (BLCM)

Nature Walk

Games and Activities outside

Buggy Rides

Games and Music (BLCM)

Location of Activity

Sanctuary/Music Ed Building

Neighborhood

Gym, Outside Yard Area

Around Buildings and Parking Lot

Fellowship Hall/Music Ed Building

This authorization is valid for one year.

Parent's Signature: _____

Date: _____

AUTHORIZATION FOR THE APPLICATION OF TOPICAL PRODUCTS

Child's Name: _____

I give permission for the Learning Center Staff to apply the following topical products to my child whether Center provided or parent provided:

YES **NO**

() () Sunscreen

() () Insect repellent

() () Diaper rash ointment (Over Counter, age appropriate)

() () Teething gel

() () Topical Ointment

This one time authorization will remain in effect until a new authorization is signed.

Parent's Signature: _____ Date: _____

5313.A

WATER ACTIVITIES PERMISSION FORM

My child _____ has permission to participate in the following

type of water activity: water slides, water balloons, water sprinklers

Location of Activity: Bellaire Learning Center

(Description of all types of water activities included)

_____	_____
(Parent's Signature)	(Date)
_____	_____
(Parent's Signature)	(Date)
_____	_____
(Parent's Signature)	(Date)
_____	_____
(Parent's Signature)	(Date)

Permission must be updated at least annually.

If activity is off-site, transportation authorization is required and regulations regarding transportation must be followed.

BOTTLE AUTHORIZATION

I give permission for my child _____ to hold his/her bottle while
(Child's Name)
sitting in an upright position.

(Parent's Signature)

(Date)

7307.2

Emergency Medical Treatment

I authorize Bellaire Learning Center to secure emergency medical treatment for my child,

_____.
(Child's Name)

Parent's Signature: _____

Date: _____

PHOTO RELEASE FORM

I give permission for photos/names, of the persons listed below to be produced in various publications of Bellaire Baptist Church. This includes the Church website, the Learning Center website, Bellaire Baptist Learning Center Face Book Page, newsletters, bulletin announcements and other publications. I understand that these images can be viewed by the general public. I also understand that if I give notice to the webmaster that I object to any particular picture of the site, it will be removed as soon as possible.

Unless otherwise notified, this agreement will remain in effect indefinitely.

PARENTAL CONSENT FOR MINORS

We will publish the images of minors only under the following guidelines:

- The address, phone number, last name or email address of a child WILL NOT be provided.
- Images or photographs of large groups of children may be posted on the website without parental permission as long as individual children are not singled out or identified in any way (i.e. Church assembly, activity or event, Easter Egg Hunt, etc.)
- Parental permission is given for small groups or individual children to be published on the website or other printed church materials. (For purposes of recognition of awards, high fives, etc.)

I hereby release, hold harmless, indemnify and defense, Bellaire Baptist Church of Bossier City, Louisiana and its board, officers, agents, directors, employees and volunteers from any and all liability and legal or equitable claims of any kind related to such work or images being published on the Church website or other printed Church material in accordance with the Church's publishing procedures and guidelines, State and Federal Law.

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

(Parent's Signature)

(Date)

AUTHORIZATION OF EMAIL UPDATES

FROM

BELLAIRE BAPTIST CHURCH

BELLAIRE LEARNING CENTER

Dear Parents:

Our new Church software system offers us the availability of sending out blanket emails to our parents. This will be used for updates, announcements of impending holidays, registration information, account balances, and other important information concerning you and your child. Please feel out the form below so that we can add you to our email service.

Mrs. Mary Collier, Bellaire Learning Centers' Administrator

.....

Name of Child: _____ DOB: _____

Name of Child: _____ DOB: _____

Name of Child: _____ DOB: _____

Name of Child: _____ DOB: _____

Name of Parent: _____

Date: _____

Email address: _____

This email address will be used solely for the purposes of Bellaire Baptist Church and Bellaire Learning Center.