



Re-Enrollment Form

****Returning Students Only****

Dear Bethlehem Christian Academy Family,

We are so honored that you have chosen Bethlehem Christian Academy for your child/children's education. Below is a checklist of items needed to complete your child's registration.

Submitted	Form/Fee
	Updated Immunization Record or Exemption
	Form of Affidavit (Signed and Notarized)
	Child's Medical Report Form signed by your child's physician (Preschool, Pre-Kindergarten, and Kindergarten Students only)
	Completed Registration Forms
	Paid Registration Fee (Non-refundable)

Re-enrollment forms do not guarantee enrollment for your child at BCA. Registration fees must be paid in full. Once you submit registration forms to the school office, you will receive information regarding online payment of registration fees. We no longer accept payments at the school. If a class is at capacity when you enroll, your child will be placed on a waiting list.

Thank you for your continued support and for choosing Bethlehem Christian Academy. Please contact the school office if you have any questions.

Sincerely,

BCA Administration and Staff

256-828-4835 ext. 5

bcaoffice@bbchg.org



Re-Enrollment Form

****Returning Students Only****

Child: _____
First Middle Last Name Used

Address: _____

City: _____ State: _____ Zip: _____

Age: _____ Grade: _____ Date of Birth: _____

Family Information:

Father's Name: _____ Email: _____

Address: _____ Cell Phone: _____

Mother's Name: _____ Email: _____

Address: _____ Cell Phone: _____

Church Attending: _____

Enrollment Information:

Program (Please select all that apply for this child.)

_____ Three-Year-Old 7:45-12:00 M-F _____ M-W-F _____

_____ Four-Year-Old 7:45-12:00 M-F _____ M-W-F _____

_____ Kindergarten 7:45-12:00 Monday – Friday

_____ 1st through 12th Grade 7:45-3:00 Monday - Friday

_____ Day Care Needed Preschool, Pre-K, Kindergarten (Stay past 12:00pm)

_____ After School Care 1st through 6th Grade (Stay past 3:00 pm)

Photos allowed to be posted on Internet/Social Media? _____ Yes _____ No

Medical Care Agreement:

We understand Bethlehem Christian Academy School has taken every precaution for safety of the children. In case of emergency, we authorize Bethlehem Christian Academy to get emergency care.

Date: _____ Signed: _____



Authorized person to be called or emailed (other than parent/guardian) in case of emergency or authorized person to pick up child:

Name: _____ Phone: _____

Relationship to child: _____ Email: _____

Name: _____ Phone: _____

Relationship to child: _____ Email: _____

Name: _____ Phone: _____

Relationship to child: _____ Email: _____

Name: _____ Phone: _____

Relationship to child: _____ Email: _____

Any additional person(s) that should be notified regarding closures, weather delays, early dismissals, etc. Please include name, cell phone, and email address.

Emergency Information:

Child's Physician: _____ Phone: _____

Emergency Hospital Preference: _____

General health of child: _____ Allergies (include food): _____

Any medication or medical changes (Use the back of this form if additional space is needed):

Office Use Only:

Registration Paid _____

Additional Forms Needed:

Financial Contract	
Updated Immunization Record	
Notarized Form of Affidavit	
Child's Medical Report Form (Preschool-K)	



Please complete the information below for each student being enrolled to determine the full tuition due for your family.

Student #1 Grade enrolled _____ Base Tuition _____ Discount _____ Tuition Due _____

Student #2 Grade enrolled _____ Base Tuition _____ Discount _____ Tuition Due _____

Student #3 Grade enrolled _____ Base Tuition _____ Discount _____ Tuition Due _____

Student #4 Grade enrolled _____ Base Tuition _____ Discount _____ Tuition Due _____

Tuition is a yearly fee. For your convenience, we have divided that yearly fee into the following payment options. Please check which payment plan you will be following.

___ **Annual:** Full Payment of all annual tuition due by July 1st (5% discount on the full tuition of the first student enrolled 2021-2022 school year.

___ **Semi-Annual:** Two equal semester payments due on August 1st and January 1st for the full tuition due for all students enrolled.

___ **10- Month Plan:** 10 equal monthly payments due on the 1st day of the month beginning August 1st, 2021 and ending on May 1st, 2022 for the full tuition due for all students enrolled.

- Preschool 3 & 4-year old Monday through Friday 8:00-12:00 **\$220/mo.***
- Preschool 3 & 4-year old Monday through Friday 8:00- 12:00, **plus daycare \$425/mo.***
- Preschool 3 & 4-year old Monday, Wednesday, Friday 8:00 – 12:00 **\$200/mo.****
****If daycare is needed the cost is \$10 per day**
- Kindergarten - **\$235/mo., plus daycare \$425/mo.***
- 1st–5th grade **\$325/mo.**
- 6th-12th grade **\$360/mo.**

___ **12- Month Plan:** 12 equal monthly payments due on the 1st day of the month beginning June 1st, 2021 and ending May 1st, 2022. ***See office for rate***

***Please note: Tuition is NOT pro-rated or discounted for school closures.**



Bethlehem Christian Academy Financial Contract

The undersigned hereby enters into a contract for the payment of all tuition, fees, and expenses incurred for the enrollment of a student in Bethlehem Christian Academy (BCA) for the 2021-2022 academic school year. This is a legal agreement. Please read entire document carefully before signing.

This contract is for the payment of all tuition, fees, and expenses for the enrollment of

_____ (Student)

_____ (Student)

_____ (Student)

The undersigned agrees to be financially responsible and liable for payment of all financial obligations related to the enrollment of the student(s) identified above, consisting of annual tuition paid according to the payment plan selected below, together with fees and expense that may be assessed during the academic year for curriculum, lab fees, academic and social club fees, and other expense related to education of the above student.

BCA has the following multiple children enrollment discounts: The academy will offer discounts to families with multiple children concurrently enrolled in the same school year.

1st Child full tuition, no discount.

2nd Child \$50.00 off tuition per month

3rd Child \$75.00 off tuition per month

4th Child \$75.00 off tuition per month

Registration Fees

The registration fees for each student enrolled for the academic school year is as follows:

Preschool **\$250**

Kindergarten **\$260 (includes Graduation fee)**

1st-12th grades **\$400**

*****This is non-refundable. The Registration fees are due at the time of enrollment.**



After School Care/BCA Students

If any BCA student in 1st–6th grade is enrolled in After School Care (after 3:00 pm) at BCA there will be a fee charged per day per student. The fee is **\$5.00 per day** per student for After School Care. This will be billed monthly and you will be notified of your balance at the end of each month.

Blackbaud Tuition Management

All tuition payments, registration fees, and afterschool fees will be paid through Blackbaud Tuition Management (BBTM). **Enrollment with BBTM is MANDATORY for each family.** There is no additional fee for this service. You will be sent a link to enroll once you submit registration forms to the school office. Registration fees must be paid through BBTM to secure your child's spot at BCA. BCA will no longer accept cash or check payments at the school and any such payments will be returned to the parent/guardian.

Disputes

When disputes arise between the parties and agreement cannot be made the first steps are:

1. Refer the dispute to the principal if he/she cannot resolve the dispute.
2. Refer the dispute to the Bethlehem Baptist Church Senior Leadership Council.
3. If step 1 and 2 are unsuccessful the dispute will be settled in accordance with the Mediation/Arbitration Clause in this contract.

Mediation/Arbitration Clause

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live a peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation and, if necessary, legally binding arbitration. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Late Payment

Payment of the financial obligations under this contract will be considered late if BCA has not received full payment of tuition, fees, and expenses due by the **1st of the month** in which the above schedule indicates they are due. **The penalty will be assessed for late payment if not paid in full by the 10th of the month.**



Default

Payment of the financial obligations under this contract will be considered in default of contract if BCA has not received full payment of tuition, fees, and expenses due as the first day of the month following the month in which the above schedule indicated they are due (30 days past due). If any student's Tuition and Fee Contract is 30 days past due the financially responsible party for the contract will be notified by both letter and telephone contact of the default status and payment of all monies due will be required. If any student's contract is 60 days past due all report cards and transfer records will be held by BCA, and participation in all school programs will be suspended (including removal from classes) until all monies due are paid in full. If BCA must pursue collection of any amount due under this contract all reasonable expenses incurred, including attorney's fees will be the financial obligation of the undersigned.

By signing this contract, I certify that I have read and fully understand my financial obligations to Bethlehem Christian Academy and will pay said financial obligations in this contract and abide by its terms.

Date: _____ Print Name: _____

Signature: _____

Signature: _____

****ALL RESPONSIBLE PARTIES MUST SIGN THIS FORM****



Form of Affidavit (Parent or Guardian)

STATE OF ALABAMA
COUNTY OF MADISON

Before me, a Notary Public in and for said state and county, appeared _____ Parent or Guardian and is known to me, after being duly sworn and affirmed as follows:

That affiant is the parent or guardian of minor child _____ and that affiant has been notified by _____, a representative of Bethlehem Baptist Church, which the Bethlehem Christian Academy School and daycare has filed notice and is exempt under law from regulation by the Department of Human Resources. Said program meets all standards set by the Health Department and Fire Marshall.

_____ Parent/Guardian

Notary Public _____

My commission expires _____