



Learning Tree at Putnam City Baptist Church Enrollment Form

Class assignment and availability is only ensured after confirmation of space, completed enrollment form, enrollment fee and applicable tuition is received (non-refundable).

Class sizes are limited.

Applying for : 2020-2021 School Year
 Tuesday & Thursday Tuesday only Thursday only

Today's Date: ____/____/____

Student Information: Date of Birth: ____/____/____ Girl Boy
Name: _____ Goes by: _____
Physical Address: _____ City: _____ Zip: _____
T-Shirt Size (circle one): Toddler: 3T 4T Youth: XS(5T) Small Medium Large

Family Information:

Name/Relation: _____/_____	Name/Relation: _____/_____
Address: _____	Address: _____
Cell Phone: _____ Work phone: _____	Cell Phone: _____ Work phone: _____
Email: _____	Email: _____
Occupation: _____	Occupation: _____
Employer: _____	Employer: _____
Child lives with: _____	Has Custody: _____

Other people living in the household (brother, sister, cousins, grandparents, etc..)

Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Family Church Affiliation: _____

Emergency Notification and Authorized Release

Please list the names of everyone (other than listed above) who may pick up your student or be notified in case of an emergency. Please prioritize list order.

Name: _____	Cell Phone: _____
Relationship to student: _____	Additional Phone: _____
Name: _____	Cell Phone: _____
Relationship to student: _____	Additional Phone: _____
Name: _____	Cell Phone: _____
Relationship to student: _____	Additional Phone: _____



Learning Tree



11401 N Rockwell, OKC 73162
pcbckids.tv 405-773-6913

Parent/Guardian Agreement

1. Tuition is due on the first school day of each month. Parents are responsible for payment of fees on time. A late fee will be charged for tuition not paid within the first two school days of the month. A two week notice is required from parents if a student must withdraw from the program.
2. Refunds cannot be made due to illness, vacation, and inclement weather. Students attending one day may not switch school days.
3. The school day is over at 2:30, please arrive on time. Late charges will start accumulating at 2:40 at the rate of \$1.00 per minute per student. Parents are responsible for paying in cash all late charges to the teachers upon pick-up that day.
4. For the protection of all students and teachers, do not bring anyone who has had any of the following symptoms within twenty-four hours: fever (100 degrees or higher), vomiting, diarrhea, croup, runny nose with yellow or green discharge, unexplained rash or skin infection, boils, ringworm, impetigo or pinkeye.
5. Parents arriving early must remain in the hallway with their student until they are accepted at 9:30 am. This allows teachers time to prepare their classrooms for the day.
6. Each student should bring a labeled lunch and drink that does not require heating or refrigeration. No red or blue drinks are allowed. The dye in these colors can cause permanent discoloration of clothes, furniture and carpeting.
7. The Pre-K class does not nap. All other classes have a daily rest time. In addition to a complete change of clothes, parents need to send a nap mat, blanket and any "security item" that will make your student more comfortable during rest time.

The PCBC Learning Tree Program Guidelines and Policies involved in the care of my child are understood and agreed upon between PCBC Learning Tree and parents/guardians.

Student's Name: _____

Signature of Parent or Legal Guardian: _____

Date: _____



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PARENT/GUARDIAN COPY