**BHBC MDO and Preschool 2023 – 2024 Registration Information**

**Classes and Enrollment** – Open to children from 5 monthsthrough PreK4. Space is available on a first come/first serve basis. Each class has two teachers - a lead teacher and an assistant. All teachers, staff and substitutes have a current background check on file.

**Registration** – **Registration opens to the public on March 28th .** Registration will not be accepted over the phone. Registration, Proof of Immunizations, and the $50 deposit can be sent one of two ways. By mail, to 4641 Ellendale Rd. Bartlett, TN 38133 Attn: MDO. Electronically you may send registration and proof of immunization to [mdo@bartletthills.org](mailto:mdo@bartletthills.org) with the deposit being paid by mail or in the after-hour depository located at the doors of the back of the church.

**A non-refundable registration fee of $50 per child must be paid at the time of registration along with proof of immunization.**

**Dates** – Fall Session will begin August 15th and will meet on Tuesday and Thursday. Babies and Toddler 1 class may choose one or two days. Preschool (Toddler 2, Pre-K 3 and Pre- K 4) students must enroll for two days. BHBC MDO/Preschool will closely follow Bartlett City Schools calendar, but some dates may vary. A comprehensive calendar will be included in the Parent Handbook you will receive in August.

**Tuition – Due 1st of the Month**

1 day a week - $800/year - $80/month on a 10-month payment plan

2 days a week - $1500/year- $150/month on a 10-month payment plan

Tuition paid in full at the first of the year will receive a 10% discount.

**Hours**– 9:00 AM until 2:00 PM. Classroom doors will open at 9:00 AM.

**Toilet Training** – Preschool 3 students must be in the process of potty training (pull ups or training pants) with the expectation that they are fully trained after Christmas break. PreK students MUST be fully potty trained to begin in August; no exceptions. PreK 4 students should be able to use the restroom unassisted. **Except in cases of emergency, our PreK 4 teachers do not assist your child in the restroom.**

**What your child needs:**

* lunch along with a drink --- please ensure that all food is cut up properly to avoid choking hazards (no marshmallows)
* a nap mat and blanket for nap time
* a back pack/diaper bag stocked with a change of clothes and diapers/pull ups if applicable.
* Please label items sent with your child

**Medical** – Our program cannot accept sick children. Please do not bring your child if they have had any symptoms of illness (i.e. fever, vomiting) within the last 24 hours. We do not administer medications of any kind, and this includes sunscreen. **ALL children must have current shot records on file.** Failure to do so will result in being withdrawn from the program.

A complete Parent Handbook will be provided the first day of school.

Fall Registration will be open to the public on March 28th . Please secure your spot!

*Please contact Rene Tinsley, MDO/Preschool Director, if you have any questions at (901) 386-9763 or mdo@bartletthills.org.*