**PRE-SCHOOL PARENT ADMISSIONS PROCESS  
2020-2021 School Year**

**Step 1: Campus Tour**

We invite all prospective students to visit our campus for a personal tour. You may call the preschool office to schedule at 321.726.8165.

**Step 2: Application**

Bethany Christian School utilizes an online admissions application. To begin the online application process, visit our website [www.BCSmelbourne.com](http://www.BCSmelbourne.com) and click on the admissions tab and then on online application. Select Create an Account, then log into your account and Create a New Student Application for each child you wish to enroll. You will then have the flexibility of logging in and out of your account to access your applications. Please make sure you press **SUBMIT** when you have completed the forms. We do have a paper application process if you do not have access to the internet or prefer paper.

**Step 3: Organization of All Necessary Paperwork**

A copy of the student’s birth certificate.

A copy of the student’s physical (within the last year).

A copy of the student’s immunization (shot) record.

*Completed Student Application.*

*Non-refundable registration fee.*

*Verify student is “age appropriate” for class of which they are applying.*

*Return all of the above to:    Office of Admissions (main office):  1100 West Dorchester Ave. West Melbourne, FL 32904*

***Step 4 :  Acceptance*** *You will receive a telephone call or a letter of acceptance from the Admissions Office.*

**Step 5 :  Finances and Other Paperwork (NOTE: All the forms below must be provided before your child(ren) can attend class.)**

*Financial Agreement Immunization Certificate (form 680)*

*Liability and Parental Consent Form Recent Physical (form 3040) (within last year)*

*911 Emergency/Contact Form Birth Certificate*

*VPK Voucher (if applicable)*