



# Bethany Christian School

1100 West Dorchester Avenue . West Melbourne, Florida 32904

321.727.2038 FAX 321.729.4212

www.BCSmelbourne.com

## PRE-SCHOOL PARENT ADMISSIONS PROCESS 2024-2025 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 Preschool 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 Apply to Bethany. 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 application(s). Please make sure you press **SUBMIT** when you have completed the forms. *Unfortunately, the system does not populate from one application to another in the same household.*

### 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 an email of acceptance from the Admissions Office giving you access and instructions for Step (the enrollment process)..

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

- Financial Agreement
- Liability and Parental Consent Form
- 911 Emergency/Contact Form
- VPK Voucher (if applicable)
- Immunization Certificate (form 680)
- Recent Physical (form 3040) (within last year)
- Birth Certificate