



**THE BINGHAM FARMS EARLY LEARNING PROGRAM** is committed to providing a nurturing and secure educational setting for young children and their families. In a safe, age appropriate, engaging environment, children learn and explore as they experience their world. Our High Scope play-based program encourages the development of each child's unique potential. The process enhances physical, emotional, social, creative and intellectual growth. Staff, children, and families learn to value diversity and to foster individuality, self-confidence, love of learning and respect for themselves and others.

To learn more about the preschool program offered at Bingham Farm Elementary, please contact Cindy Blakely, Community School Organizer, at 248.203.3382 or [cblakely@birmingham.k12.mi.us](mailto:cblakely@birmingham.k12.mi.us).

### **2022/2023 PRESCHOOL OPTIONS AT BINGHAM FARMS:**

**3-YEAR-OLD PRESCHOOL:** Child should be 3 years old by Sept. 1, 2022

T/R AM	9:00 AM to 12 NOON	\$1950/year
T/R LUNCH BUNCH*	9:00 AM to 1:50 PM	\$3250/year

**4-YEAR-OLD PRESCHOOL:** Child should be 4 years old by Sept. 1, 2022

M/W/F AM	9 AM to 12 NOON	\$2925/year
M/W/F LUNCH BUNCH*	9 AM to 1:50 PM	\$4875/year

\*Note: LUNCH BUNCH is contingent on a minimum of 5 registered students.

**Non-Refundable Registration Fee:** \$150 is due at the time of online enrollment and is **non-refundable**. Classes are dependent on minimum enrollment. **The fee is not a deposit and is used to cover expenses associated with registration of students into the program.**

**TUITION PAYMENTS:** Payments are made through an online account created at the time of registration. Tuition is divided into 10 equal payments due August 2022 through May 2023.

**PRIORITY REGISTRATION FOR ANY CURRENTLY ENROLLED BPS PRESCHOOL STUDENTS:** Registration for children currently enrolled at any BPS Elementary Preschool Program (and any younger siblings) begins at 9:00 AM on Monday, January 10, 2022 and runs through 11:59 PM on Friday, January 21, 2022. **Priority will be given to current BPS Preschool Families.** Registrations are accepted in the order received.

## **PRIORITY REGISTRATION FOR CURRENTLY ENROLLED BPS PRESCHOOL STUDENTS:**

Log into your SchoolCareWorks account at <https://connect.schoolcareworks.com/login.jsp>

1. Click on "Registration" at the top of the page.
2. Scroll down to "Available Categories" and click on the Preschool link.
3. Scroll down to the school your child will attend and click to view the program offerings.
4. Choose the Bingham Farms preschool program in which you would like to enroll your child by clicking "Enroll."
5. Select your child's name from the drop down at "Select Student."
6. Leave the Start Date blank.
7. Click "Enroll."
8. Read and check the confirmation statements, then click "Confirm and Enroll."
9. Click "Checkout" and pay your registration fee using a credit/debit card or check information\*.

\*Outstanding tuition balances must be paid prior to registration.

## **TO REGISTER A SIBLING OF A CURRENTLY ENROLLED PRESCHOOL STUDENT:**

1. Click on "Personal" at the top of the page.
2. Click on "Child" to "Add New Student."
3. Enter your child's name and birth date only. Click on "Save."
4. Follow the directions above for registering an existing preschool child.

**REGISTRATION FOR NEWLY ENROLLING STUDENTS opens at 9:00 AM on Monday, January 24, 2022. Registrations are accepted in the order received.**

The following instructions are for NEW families who do not already have a SchoolCareWorks account. If your family already has a SchoolCareWorks account for Preschool or Kids Club please follow the instructions above.

**You will need the following to register:** names, addresses, phone numbers, email addresses for both parents and two additional contacts, insurance/medical information, and credit/debit card or check information.

1. Visit the Birmingham Public Schools website at [www.birmingham.k12.mi.us](http://www.birmingham.k12.mi.us).
2. Under the heading "QUICK LINKS," choose "SchoolCareWorks Registration."
3. Scroll down and click on "PRESCHOOL."
4. Scroll down to the school your child will attend and click to view the program offerings.
5. Choose the preschool program in which you would like to enroll your child by clicking "Enroll."
6. Enter the required information then click on "Next." **NOTE: "N/A" is not an acceptable entry.** Please complete requested information or enter "NONE."
7. Create a "User ID" and "Password." **Please write down and save for future use.**
8. Under "Payment Information" enter your credit/debit card or check information to pay the registration fee.
9. Read and check the confirmation statements then click "Confirm and Enroll."

**Registrations received by midnight on Monday, February 7, 2022 will be given priority in the following order:**

- Children who reside within the BINGHAM FARMS attendance area
- Children who reside within the Birmingham Public School District (BPS)

**Registrations received on or after Tuesday, February 8, 2022 will be accepted on a first come/first served basis based on availability.** Residency in the the BPS attendance area is not required. You will receive an email receipt and confirmation that your registration application has been received.

**CONFIRMATION OF YOUR CHILD'S PRESCHOOL PLACEMENT WILL BE BY PHONE OR EMAIL NO LATER THAN MONDAY, FEBRUARY 28, 2022.**

**For online registration assistance, please email [cebiller@birmingham.k12.mi.us](mailto:cebiller@birmingham.k12.mi.us)**



**LETTER OF AGREEMENT FOR THE 2022-23 SCHOOL YEAR  
BINGHAM FARMS PRESCHOOL PROGRAM**

**2022 - 2023 PRESCHOOL TUITION AT BINGHAM FARMS:**

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**Late pick up fees:**

Parents who arrive after dismissal time will be charged late fees, as follows:

- First 10 minutes: \$15 per child
- After 10 minutes: an additional \$2 per minute/per child
- Fees will be charged to your SchoolCare Works account

If a parent elects to withdraw his/her child for any reason, a written notice of withdrawal is required by informing the school's Community School Organizer (CSO) in writing, at least one month in advance. The balance remaining of the monthly tuition will not be refunded.

\_\_\_\_\_ Please Initial: I understand the terms and conditions regarding program fees for the Bingham Farms Elementary Preschool.

**PAYMENT TERMS:**

A **non-refundable** registration fee of **\$150.00 per child** must be paid upon registration in SchoolCare Works. In addition, **this Letter of Agreement must be signed and returned to the Community School Organizer within 10 days of your registration date.**

Tuition is to be paid in 10 equal installments due from August 2022 through May 2023. You will receive a statement via email on the 15<sup>th</sup> of each month. Your first tuition payment will be due on August 25, 2022. Subsequent monthly payments will be due on the 25<sup>th</sup> of each month.

If you do not receive an invoice to your email due to unforeseen circumstances, your tuition balance is still due by the 25<sup>th</sup> the month, as you may always view your balance on your SchoolCare Works account at any time.

If you have questions regarding your payment, your account status, or need a receipt, please contact [cebiller@birthingam.k12.mi.us](mailto:cebiller@birthingam.k12.mi.us).

### **LATE PAYMENTS**

A \$25.00 late fee will be assessed for all late payments. Payments are considered late if they are not paid online by the 25<sup>th</sup> of the current billing month. You are responsible for paying all late payment fees.

### **DELINQUENT ACCOUNTS**

In the event that you fail to submit a monthly payment by the 25th of the month, along with any associated late fees, we reserve the right to suspend your child from participation in the program. Such suspension shall continue until such time as the account is paid in full, including the current balance due and late fees.

Failure to pay any outstanding balance will preclude your child from participation in any other fee-based program offered by Birmingham Public Schools.

### **LATE ENROLLMENT**

If a child is enrolled in the program following the start of the 2022-2023 school year, program tuition will be prorated for the remainder of the school year.

### **INTERMITTENT CLOSURES**

In the event of a full, long-term closure due to a directive from the District, State of Michigan or the Oakland County Health Department, we will not proceed with additional billing of tuition. In this event, prepaid tuition will not be refunded. All payments will remain as a credit to your SchoolCare Works account for use of future tuition payments for Bingham Farms Elementary Preschool.

By executing the Letter of Agreement, I hereby acknowledge that I have read, understand, and agree to be bound by all terms and conditions set forth above.

**Child's Name:**

\_\_\_\_\_

**Parent/Legal Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_