



## Enrollment Instructions

Smart Bees Learning Center Board of Education requires that each student be formally registered prior to admission. The following documents will be required:

- Health Assessment Record/Completed Physical Examination by Pediatrician
- Immunization Record
- Copy of child's birth certificate
- School Tuition Contract (Parent/Guardian signed statement)
- Transfer of Student Documents Release Form (from previous school, if applicable)
- Smart Tuition, Inc. Signed Contract

Prior to the first day of class, the following will also be required:

- I. Completed Emergency Contact Form
- II. Full payment of all fees and 1<sup>st</sup> month tuition (if applicable)

In order to best serve our students and their families, there will be a few other forms and surveys needed in the first few weeks of school. We would appreciate your cooperation in completing and submitting these forms as you receive them. Periodically, the School Administration and the Board of Education reviews policies and make changes to them as needed. Accordingly, parents will be notified.

<b>Physical Address</b>  519 Palisado Ave. Windsor, CT 06095	<b>Phone</b>  (860) 219-0569
<b>Mailing Address</b>  P.O. Box 564 Windsor, CT 06095	<b>Email</b>  <a href="mailto:vpvohra@madinaacademy.org">vpvohra@madinaacademy.org</a> <a href="mailto:aa@madinaacademy.org">aa@madinaacademy.org</a>