

**Beth El Hebrew Congregation  
Religious School  
Academic Year 2010 - 2011**

May 2010

Dear Beth El Religious School Parents,

Once again this year, in order to reduce paper and postage fees, we have placed all the necessary forms to register your child(ren) for Beth El religious school on our virtual kiosk, except for the individual enclosed Student Profile forms.

So that we can hire the appropriate number of teachers, schedule classes and order a sufficient number of textbooks, we are this year requesting an earlier submission of registration forms. A non-refundable deposit must be returned with the forms and subsequent payments made as indicated below (July and August).

To begin the registration process for your child, **no later than June 21, 2010** please send in for each child registering 1) the enclosed Student Profile with any changes noted 2) a Student Confidential Form 3) Release Form 4) Shared Custody Parent Form (if applicable) 5) parent volunteer form (optional) along with a **\$100 non-refundable** deposit. Each re-enrolling family who sends us the completed forms and deposit by June 21st will be entered into a drawing for one \$100 credit card gift certificate.

All forms except for the enclosed Student Profile are found on the Beth El virtual kiosk under "Religious School". The web site is listed on the reverse of this page. If you do not wish to or cannot print the forms from the virtual kiosk, we will mail them to you if you so request by calling 703-370-6644.

One half of the tuition and specialty fees plus full book fees minus your \$100 deposit are due by July 16, 2010 and the balance by August 13, 2010. Two forms - **Payment Form and Tuition and Fee Form** - will be available on the virtual kiosk by mid June and should be **sent in with your July payment.** At this time, we have not calculated the final book fees but you may view the tuition fees on the virtual kiosk.

***Your child is registered once your temple dues are current and we have received all registration forms and payments as requested.***

Have a great summer. If you have any questions, please call the Education Office at (703) 370- 6644.

L'Shalom,  
Barry Smith, Director of Education

**PLEASE TURN OVER FOR CHECKLIST OF FORMS TO BE RETURNED**

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We strongly advise those who need to work out alternate payment options or those needing tuition assistance to contact MOSHE TEICHMAN, our Executive Director, at 703-370-9400 before July 16, 2010 to work out the details.

**CHECKLIST OF REGISTRATION FORMS TO BE RETURNED  
WITH NON REFUNDABLE \$100 DEPOSIT:**

- \_\_\_\_\_ \*Updated Student Profile Form
- Please **include at least one valid parent email** address to which we can send our weekly bulletin and grade specific communications.
  - If there is no emergency contact listed on the form, please provide us with **someone other than a parent** whom we can call in case of an emergency. We always try to call parents first.
- \_\_\_\_\_ \*Release Form
- \_\_\_\_\_ \*Shared Custody Parent Information Form (*if applicable*)
- \_\_\_\_\_ \*Student Confidential Information Form
- \_\_\_\_\_ Parent Volunteer Form

With your first payment, due no later than July 16, 2010 please include:

- \_\_\_\_\_ \*Tuition & Fee Form and Payment Forms  
(two page document - complete **both** pages)

**The balance due must be remitted by August 13, 2010**

**\*Required**

**REGISTRATION FORMS CAN BE FOUND AT**

[www.bethelvirtualkiosk.org](http://www.bethelvirtualkiosk.org)

in the "Religious School" section

**MAIL STUDENT PROFILE, REGISTRATION FORMS AND DEPOSIT TO:**

Beth El Hebrew Religious School, 3830 Seminary Road  
Alexandria, VA 22304 ATTN: Registration