

First Baptist Church Woodbridge  
 Early Learning Center  
 13600 Minnieville Road  
 Woodbridge, VA 22193  
 703.730.9009  
 www.fbcwelc.org  
 vgordon@fbcwoodbridge.org



2020-2021

# Application Form

For office use only:

- Emergency /Pick Up Authorization
- Enrollment Agreement
- VA School Health Form
- Proof of ID

Date Received \_\_\_\_\_

Child's last name:	First:	Middle:
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Name to be used in school:	Male <input type="radio"/> Female <input type="radio"/>	Birth date:	Age on 9/30/2020:
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Address: (address, city, state, zip code)

Allergies / Special Concerns:

Students are required to receive all vaccines recommended by the American Association of Pediatrics

Mother / Guardian #1:	Occupation:	Employer:
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Email address:	Phone #	To receive texts, list network carrier:
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Father / Guardian #2:	Occupation:	Employer:
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Email address:	Phone #	To receive texts, list network carrier:
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Names and ages of other children in the family living at home

Church your family currently attends:

**CLASSES AND TUITION**

Class Hours      Mondays: 9:30am – 12:45pm      Tuesdays – Thursdays: 9:30am – 12:30pm

<p><b>16-24 month old Classes</b> \$208/month via Tuition Express*</p> <p><input type="checkbox"/> Mon/Wed      <input type="checkbox"/> Tues/Thurs</p>	<p><b>2 Year Old Classes</b>      \$195/month via Tuition Express*</p> <p><input type="checkbox"/> Mon/Wed      <input type="checkbox"/> Tues/Thurs</p>
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**Students in 3-5 year old classes must use toilet independently**

<p><b>3 Year Old Classes</b></p> <p><input type="checkbox"/> Mon/Wed \$195/month*</p> <p><input type="checkbox"/> Tues/Thurs \$195/month*</p> <p><input type="checkbox"/> Monday through Thursday \$290/month*</p>	<p><b>4 Year Old Class</b></p> <p><input type="checkbox"/> Monday through Thursday \$300/month*</p> <p><b>Transition Class (must be 4 years old by 3/31/2020)</b></p> <p><input type="checkbox"/> Monday through Thursday \$300/month*</p>
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\*monthly tuition fees paid via cash/check are subject to a \$5.00 surcharge

## Fees

- A. Registration Fee: non-refundable \$100/child or \$150/family. Due with Application Form.
- B. Activity fee: non-refundable \$75 per student/class. Due July 15, 2020.
- C. One-month (May 2020) Tuition Deposit: Due July 15, 2020 (refundable only with 30 day written notice prior to withdrawal)
- D. Monthly Tuition fee (Sept-Apr): due on the first day of each month. We cannot waive payments due to extended absences.

## Terms and Conditions:

- Tuition
  - Sibling discount is 10% off lower tuition rate.
  - Online credit card payments made through Tuition Express (registration required).
  - Cash / check payments are subject to a \$5.00 surcharge.
  - Checks payable to First Baptist Church of Woodbridge with child's name on memo line
  - Late fee (\$25) will be added to tuition not received by the 8<sup>th</sup> of each month
  - Returned check fee \$25.
  - Tuition will not be waived for absences or if school is closed due to weather/other reasons beyond the control of the school.
  - Any child whose tuition payment is over 30 days past due may be considered for withdrawal.
- A late pick up fee will be charged if your child is habitually picked up late. Fees are \$5.00 for first 15 minutes and an additional \$1.00/minute thereafter.
- Withdrawal policy: Provide a 30-day written notice to withdraw your child and receive a refund of the tuition deposit.

## Requirements for Enrollment:

- Application Form with Application Fee (non-refundable \$100/child, \$150/family).
- Activity/Supplies Fee: non-refundable \$75/class due July 15, 2020.
- One-month Tuition Deposit due July 15, 2020.
- Virginia School Health Form due July 15, 2020 (must not be more than a year old).
- Child's original birth certificate or passport must be presented (*new students only*).

Your child's place in the ELC is secure when the above requirements are received by the ELC Office. Lack of requirements may forfeit your child's enrollment.

All information I have provided above is accurate and I have read and agree to the FBCW Early Learning Center Admissions Policy as outlined above.

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Parent/Guardian Signature

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Printed Name

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Date