



# FAITH BAPTIST Childcare Center

## Admissions Checklist 2023-2024

Child's Name \_\_\_\_\_

The following items must accompany your application in order to complete the admissions process.

- Application for Admission (2 pages)
- Medical / Emergency Information
- Statement of Parental Cooperation
- Agreements
- Program Form
- Birth Certificate
- Immunization Records
- Non-refundable enrollment fee (\$50 before April 1 / \$70 after April 1)
- Annual Family Security fee (\$150)
- Activity Fee (\$125 for 2 days / \$175 for 3 & 5 days)  
*Can be turned in at this time if you wish, but it is not due until June 15. Please note that an outstanding activity fee (past the June 15 due date) will jeopardize your child's initial reservation for a spot.*

### Payments accepted

- Check (made out to Faith Baptist School)
- Money Order
- Credit card via the online payment portal: visit [www.faithva.school](http://www.faithva.school) and click on Parent Portal, then select Make a Payment.



# FAITH BAPTIST

# Childcare Center

## Application for Admission 2023-2024

Student's Name \_\_\_\_\_ Grade in the Fall K2 K3 K4

Date of Birth \_\_\_\_\_ Sex: M / F Potty Trained: Y / N

*incoming 3 & 4 year olds  
must be fully potty trained*

Nap: Full (12:30 - 2:30) Half (1:30 - 2:30) No Nap

Mother's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Father's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Mother's Contact		Father's Contact	
Cell		Cell	
Work		Work	
Email		Email	

Preschool Sibling(s) Name	Grade in Fall	DOB



# FAITH BAPTIST Childcare Center

## Application for Admission 2023-2024

Parent's Marital Status:  Single  Married  Separated  Divorced  Widowed

With whom does the child/do the children primarily live? \_\_\_\_\_

Are there any current custody or legal concerns? Y / N

If yes, please explain: \_\_\_\_\_

*If you are divorced or separated, and there are legal decisions concerning non-custodial parent contact, please provide a copy of this documentation. Otherwise, the non-custodial parent will be permitted to pick-up the student during or after school.*

Do you attend church regularly? Y / N If so, which church? \_\_\_\_\_

### Previous Daycare(s)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Enrolled: \_\_\_\_\_ Date Withdrawn: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Enrolled: \_\_\_\_\_ Date Withdrawn: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_





# FAITH BAPTIST Childcare Center

## Statement of Parental Cooperation 2023-2024

Please initial each line to indicate that you have reviewed our expectations and have agreed to abide by these standards.

\_\_\_\_\_ I understand that my attitude is often reflected in my child. Therefore, I will endeavor at all times to support FBCC and to cooperate with school policies.

\_\_\_\_\_ I understand that the policy of this school is to make no refunds of registration fees unless the school has chosen not to accept my child.

\_\_\_\_\_ I understand that my child's attendance is a privilege. If, at any time, my conduct or cooperation with school staff becomes unacceptable, the Director will schedule a consultation appointment to discuss the future of my child's enrollment.

\_\_\_\_\_ I understand that my child's tuition payments are an obligation I have made and I promise to fulfill that obligation. I have carefully read the Financial Obligation statement included in the Agreements and I will abide by its terms.

\_\_\_\_\_ I have read the parent handbook and am aware of the rules and beliefs of FBCC and do promise my full cooperation.

Father's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's signature: \_\_\_\_\_ Date: \_\_\_\_\_



# FAITH BAPTIST Childcare Center

## Agreements 2023-2024

### Religious Affiliation

\_\_\_\_\_ Faith Baptist School and Faith Baptist Childcare Center accept students from all religious, ethnic, and socio-economic backgrounds with the understanding and agreement that parents allow their children to be taught according to the Biblical principles reflected in the Faith Baptist Church Statement of Faith.

### Financial Obligation

\_\_\_\_\_ I agree to pay my child's tuition by close of day on Thursday. I understand that a late fee of \$10 will be added if payment is not received on time. I then must talk to the financial office and make payment arrangements for THAT week. Payment must be made in full by the close of day on Friday. I also understand that if payment is not made in full by Friday, my child will no longer be enrolled and would have to pay a re-enrollment fee if they were to return.

A late pick up fee of \$10 per child is charged for each 15 minutes or any part thereof for parents arriving after closing. Late fees start at 6:01 p.m. This fee will be added to your bill. The hours of services are from 7 a.m. to 6 p.m.

### Media Release Agreement

I hereby give permission for FBCC to publish my child's name, photo, or achievements in school or local publications, on the school website, on the school Facebook page, and on promotional material.

Agree  Do Not Agree

### Non-Discrimination Policy

Faith Baptist Child Care Center is an equal opportunity provider and does not discriminate on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights and regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## 2023 - 2024 Program Form

### Preschool 50 Hours anytime between 7 a.m. - 6 p.m.

- |   |              |
|---|--------------|
| <input type="checkbox"/> First Child          | \$195 weekly |
| <input type="checkbox"/> Multi-Child Discount | \$180 weekly |
| <input type="checkbox"/> Potty Training Fee   | \$5 weekly   |

### Preschool Program 8 a.m. - 3 p.m.

- |  |              |
|--|--------------|
| <input type="checkbox"/> Monday - Friday             | \$175 weekly |
| <input type="checkbox"/> Monday / Wednesday / Friday | \$125 weekly |
| <input type="checkbox"/> Tuesday / Thursday          | \$100 weekly |
| <input type="checkbox"/> Potty Training Fee          | \$5 weekly   |

### Preschool (Academics Only) 8 a.m. - 12 p.m.

- |  |              |
|--|--------------|
| <input type="checkbox"/> Monday - Friday             | \$155 weekly |
| <input type="checkbox"/> Monday / Wednesday / Friday | \$105 weekly |
| <input type="checkbox"/> Tuesday / Thursday          | \$80 weekly  |
| <input type="checkbox"/> Potty Training Fee          | \$5 weekly   |

Hours outside your chosen program will be charged at the extended care rate of \$5 per hour (or any part of an hour) for each child.

### Registration Fee (must be paid to secure child's enrollment/re-enrollment)

- |              |      |                 |      |
|--------------|------|-----------------|------|
| • By April 1 | \$50 | • After April 1 | \$70 |
|--------------|------|-----------------|------|

### Activity Fees (curriculum, special events, snacks, supplies, etc.)

- |          |       |               |       |
|----------|-------|---------------|-------|
| • 2 Days | \$125 | • 3 or 5 Days | \$175 |
|----------|-------|---------------|-------|

### Additional Fees

- |                |       |               |   |
|----------------|-------|---------------|---|
| • Security Fee | \$150 | • Nap Mat Fee | \$15 (will reoccur if mat needs to be replaced) |
|----------------|-------|---------------|---|

Child Name

Child's Age

Start Date

**SIGNATURE REQUIRED ON BACK PAGE**

Faith Baptist Childcare Center (FBCC) is located in the facilities of Faith Baptist Church in Fredericksburg, Virginia. Of the total church property, 3,840 square feet, including spacious playgrounds, has been devoted to this program. Faith Baptist Childcare Center is religiously exempt from licensure as a church-sponsored ministry.

Childcare is provided for children ages 2 to 4 years old, with Extended Care for students enrolled in Faith Baptist School (K5 - Grade 12). The attendance capacity for the center is 200 children with a 1-10 staff ratio.

All snacks are provided for children enrolled in FBCC. A hot lunch is available for purchase during the school year.

All supervisory personnel are required to submit a statement prepared by a licensed physician or nurse practitioner which certifies that they are free from disabilities that would hinder their work with children, a criminal and child abuse background check, and are CPR / First Aid trained.

Faith Baptist Church carries the appropriate public liability insurance.

All FBCC staff members are practicing Christians. Every staff worker is familiar with the policies and procedures of the center and has received annual in-service training.

A non-refundable enrollment fee is due at the time of enrollment. When a child has withdrawn and then wishes to re-enter the center, a new fee must be paid.

A non-refundable activity fee will be applied upon enrollment and each re-enrollment thereafter to help defray the expense of materials and supplies.

The weekly fee is due each Monday. If payment is not received by Thursday at 4 p.m., a late fee of \$10 will be applied to your account. If your account is not made current within one week, your child will not be able to attend the center the following Monday.

A late pick up fee of \$10 per child is charged for each 15 minutes or any part thereof for parents arriving after closing. Late fees start at 6:01 p.m. This fee will be added to your bill. The hours of services are from 7 a.m. to 6 p.m.

A \$35 fee will be charged for all returned checks. After a check has been returned for insufficient funds, future payments will need to be made by cash, money order or credit card.

All fees are based on a flat weekly rate, regardless of holidays, professional development days, or any extra vacation days you may choose to take.

Your weekly fee is determined by the program you select. The fee is the same every week (even if you miss a day for any reason) and will only change because of over-time hours. Changing a program requires a one-week processing time and a fee of \$5 per change.

Payment must be made for all scheduled days regardless of days that fall on a holiday or days missed.

Families with more than one child attending preschool will receive a multi-child discount (this applies to the 50 hour program only).

A one-week written notice of withdrawal must be given. Upon withdrawal, all balances must be paid.

Payments are to be made in the Finance Office or in the payment boxes.

I have read, understood, and agreed to the above terms, conditions, requirements, and agreements, as indicated by my signature below.

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Parent Signature

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Date