

Child's Name: _____

Date & Time Received	Reg Fee	Birth Proof	Med Form	Em Info	Confirmed	Payment Contract	Transportation Agreement

Application Packet 2024-2025



We are so thankful that you are interested in FXBG Baptist Potter's House Preschool. Our mission is to provide a nurturing, Christian environment where your child can thrive through our center-based, developmental curriculum. We have ten classrooms designated within the church for preschool and Kindergarten use with additional facilities including a gymnasium, outdoor playground, indoor play area, music room, and sanctuary. We are committed to fostering a love for learning and a strong foundation for growth.

Age Requirements:

INFANT
Must be 8 weeks old with required immunizations.

PART-TIME TWO YEAR OLD CLASS
2.5 years old by 9/30/2024

TODDLER 1
12 months old and walking by 9/30/2024

ALL THREE-YEAR-OLD CLASSES
3 year-old by 9/30/24 and potty-trained

TODDLER 2 (FULL-TIME ONLY)
2 years old

ALL FOUR-YEAR-OLD CLASSES
4 year-old by 9/30/24 and potty-trained

TWO B (FULL TIME ONLY)
2.5 years old by 9/30/2024

KINDERGARTEN CLASS
5 years old by end of the current calendar year

Check Program Preferred: (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Full-day Infant Care (9 a.m. - 5:15 p.m.) | <input type="checkbox"/> Full-day Preschool (9 a.m. - 5:15 p.m.) |
| <input type="checkbox"/> Full-day Toddler 1 (9 a.m. - 5:15 p.m.)
12 months old and walking by 9/30/2024 | <input type="checkbox"/> 2-YEAR-OLDS |
| <input type="checkbox"/> Full-day Toddler 2 (9 a.m. - 5:15 p.m.) | <input type="checkbox"/> 3-YEAR-OLDS |
| <input type="checkbox"/> Part-day Preschool | <input type="checkbox"/> 4-YEAR-OLDS |
| <input type="checkbox"/> 2-YEAR-OLDS | <input type="checkbox"/> Private Kindergarten (9 a.m. - 3 pm) |
| <input type="checkbox"/> T/Th (9 a.m. - 12 p.m.) | <input type="checkbox"/> Kindergarten Extended Day
Drop-off 7:30 a.m.
Pick-up 5:15 p.m. |
| <input type="checkbox"/> MWF (9 a.m. - 12 p.m.) | <input type="checkbox"/> Early morning drop-off
7:30 a.m. - 8:45 a.m. |
| <input type="checkbox"/> 3-YEAR-OLDS (M-F 9 a.m. - 12 p.m.) | |
| <input type="checkbox"/> 4-YEAR-OLDS (M-F 9 a.m. - 2 p.m.) | |

STATE REQUIREMENTS FOR ADMISSION: (CHILDREN WITH INCOMPLETE FILES WILL NOT BE PERMITTED TO ATTEND CLASS)

- Application form (all questions completed, front and back, signed and dated by parent/guardian)
- State medical form completed and signed by your physician and returned to the office by July 12, 2024. You are responsible for making sure that your child has required immunizations. Those requirements are listed on the back of the enclosed medical form.
- Legal proof of birth must be presented for witness in the office when you return your application form.

Application for Admission



Child's Name: _____ Goes by: _____

Sex: _____ Age: _____ D.O.B: _____ Preferred Phone: _____

Home Address: _____ City: _____

State: _____ Zip Code: _____

Parent(s) or Guardian(s) Information

Parent/Guardian Name: _____ Occupation: _____

Employer: _____ Email: _____

Employer Address: _____

Work Phone: _____ Cell Phone: _____

Parent/Guardian Name: _____ Occupation: _____

Employer: _____ Email: _____

Employer Address: _____

Work Phone: _____ Cell Phone: _____

ALL medical forms must be returned to the office by **July 12, 2024**. It is the responsibility of the parent(s)/guardian(s) to make sure all information is on file for your child. Because of our State Regulations, your child will not be permitted to attend class until the required forms have been received in the office. Thank you for your help in making sure they have a smooth start to the school year.

Doctor's Name: _____ Office Number: _____

Please list health problems, _____
fears, etc. _____

Emergency Contact: _____ Relationship: _____

Work Phone: _____ Cell Phone: _____

Emergency Contact: _____ Relationship: _____

Work Phone: _____ Cell Phone: _____

Previous preschool school / childcare experience: YES NO Where: _____

Do you currently attend a church: YES NO Where: _____



In order to assure that parents clearly understand the procedures and policies of Potter’s House Preschool at Fredericksburg Baptist Church, we ask all parents to read the following, and acknowledge that you have done so:

- I understand I will need to submit an \$80 admission fee within two weeks of application submission for my child's application to be fully accepted. After two weeks I understand my child's application will be moved to the waitlist, which might not guarantee their admission for the next school year if there is no longer room in the class (non-refundable, check payable to the church) to: Fredericksburg Baptist Church, 1019 Princess Anne Street, Fredericksburg, VA 22401.
- Parents are responsible for payment of fees on time. Tuition is due on the first school day of each month for part time programs and every Friday for full-time programs. A late fee of \$15.00 per week will be added to bills not paid within five (5) days of the due date. You will receive Payment Schedule Cards at orientation listing due dates and late fee charges.
- There is no reduction of fees for absences or missed days due to inclement weather, except in the case of an extended illness of the child. The director should be notified if such a situation occurs. A vacation option is available for a one-week tuition credit for part-time students, and two weeks of tuition credit for full-time students. The office must be notified at least 1 week prior to the selected vacation week.
- The attached medical form must be completed and signed by a physician and returned to the church office by July 12, 2024. Please note that this form must be on file in the office before your child(ren) will be admitted on the first day of school. **NO MEDICATION CAN BE ADMINISTERED TO A CHILD DURING SCHOOL HOURS WITHOUT PROPER DOCUMENTATION.** Note: Your child(ren) will need to have a complete physical if he/she has not had one within the past year.
- Your child(ren) must be kept home from school with the following: those with fever, diarrhea and/or vomiting in the previous 24-hour period. You must notify the Coordinator of any confirmed illness so a notice may be posted outside of the classroom and on Brightwheel. The Coordinator must be notified immediately if anyone in the student’s household has tested positive for COVID-19 or if there has been a known exposure to COVID-19.
- Parents need to inform the office of changes in address, phone numbers, employment locations, emergency information, or any changes in family situations.
- I understand that I must walk into the building with my child each day and make certain the teachers know he/she is there. Older siblings (under the age of 18) are not to bring in or pick up children. School begins at 9:00 a.m.
- I understand that I, or a responsible designated adult, will walk into the building to pick up my child(ren) and inform a teacher that we are leaving.
- I understand that I am responsible for complete supervision of my child inside and outside of the building prior to and after school.
- Parents are expected to pick up children promptly at the end of the program in which they are registered. After 15 minutes an overtime fee of \$5.00 will be charged for each 15 minutes, or portion thereof, that a teacher remains with your child(ren).
- Children need a complete change of clothing left at school. All items must be labeled with their name.
- SNOW POLICY: Parents are responsible for acquiring information about school closures. Announcements for closing of school due to inclement weather will be made over the Brightwheel app. You may also go to The Potter’s House Preschool @ FBC’s Facebook page and look for closings.
- The Coordinator is to be notified in writing when a child is to be withdrawn from the program. Parents are required to pay for tuition until the office receives this information. Children withdrawn before the 15th of the month will owe tuition for half of the month. Those withdrawn after the 15th will owe tuition for a full month.

I understand and agree to abide by these rules and regulations. Date: _____

Name _____ Signature: _____

Payment Agreement 2024-2025



Payment Options

- Option 1:** I will pay by credit card (2.9% fee per transaction) or ACH (\$0.60 per transaction) through the Brightwheel App.
- Option 2:** I will pay by Cash, Money Order, or Check made out to Fredericksburg Baptist Church (FBC) In the main office.

FULL-TIME CLASSES

- Infants (8 weeks to 1 year) \$240/week
- Toddler 1 (1-year & walking) \$225/week
- Toddler 2 (younger 2-year-olds) \$225/week
- 2-Year-Olds \$225/week
- 3 Year-Olds (fully potty-trained) \$200/week
- 4 Year-Olds \$200/week
- Private Kindergarten (9 a.m. - 3 p.m.) \$220/week
 - with extended hours (7:30 a.m. - 5:15 p.m.) \$240/week

PART-TIME CLASSES

- 2 1/2 Year-Olds MWF \$230/month
- 2 1/2 Year-Olds T/Th \$180/month
- 3 Year-Olds M-F (fully potty-trained) \$300/month
- 4 Year-Olds M-F \$315/month

EARLY DROP-OFF OPTION

- 7:30 a.m. - 8:45 a.m. \$50/week
available for part-time and full-time students

Transportation Agreement 2024-2025



I hereby give my permission for all the children listed above to ride the van or other vehicles used for preschool functions. I understand that my children will be under adult supervision. I further understand that in signing this form, I release and hold harmless Fredericksburg Baptist Church and all other church-related functions. By signing this form, I release and hold harmless its trustees, officers, employees, interns, and any volunteers from any liability, past or future, fully and completely. I authorize the staff or designated medical professionals and/or volunteers to administer emergency medical assistance if I cannot be reached.

Child's Name: _____

I understand and agree to the transportation agreement. Date: _____

Signature: _____

Permission will remain active until revoked by parent or legal guardian. If a child is dropped off for an event requiring transportation, that is considered permission for that particular event.