

Child's Name: _____

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

Summer Camp 2024



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.

ALL THREE-YEAR-OLD CLASSES

3 year-old by 9/30/24 and potty-trained

TODDLER 1

12 months old and walking by 9/30/2024

ALL FOUR-YEAR-OLD CLASSES

4 year-old by 9/30/24 and potty-trained

TODDLER 2

2 years old

School Age

Kindergarten - Fifth Grade Students
(current school-year grade)

2 year-old class

2.5 years old by 9/30/2024

Check Program Preferred: (Check all that apply)

- Infant Care (9 a.m. - 5 p.m.)
- Toddler 1 (9 a.m. - 5 p.m.)
12 months old and walking by 9/30/2024
- Toddler 2 (9 a.m. - 5 p.m.)
- 2 year-old Class (9 a.m. - 5 p.m.)
- 3 year-old Class (9 a.m. - 5 p.m.)
- 4 year-old Class (9 a.m. - 5 p.m.)
- School Age (9 a.m. - 5 p.m.)
- Early morning drop-off and/or Late pick-up
7:30 a.m. - 8:45 a.m.
5 p.m. - 6 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: _____ Last Grade Completed: _____

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 **May 24, 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: _____

Policy Form Summer Camp 2024



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 that the first week tuition and fees are due two weeks prior to the beginning of camp (May 24, 2024).
- I understand there is a one time \$65 supply fee per child for summer camp.
- I understand that after the first payment made prior to the beginning of camp, weekly payments are due every Friday. I understand that any fees that are declined or not paid by the due date will be assessed a \$10 late fee.
- I understand that supply fees and deposits are nonrefundable and nontransferable.
- I understand that the director is to be notified in writing at least one week prior to any vacation time or extended leave from the preschool. In your child's planned absence one (1) week of tuition will be waived OR two (2) weeks of tuition will be reduced by 50%.
- I understand that the director 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 that my child must be picked up when the program is over. I will be charged \$20 for each 15 minute, or portion thereof, interval past the closing of the program for each child.
- I understand that I am to inform the FBC Camp staff within 24 hours if their child or any other immediate household member has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases which must be reported immediately.
- I understand that I may not leave my child at FBC or program site unless an FBC Camp staff member or volunteer is there to receive my child.
- I understand that I must provide sunscreen for my child and sign and return the sunscreen policy.
- I understand that it is my responsibility to sign my child in upon arrival in the morning and sign my child out before leaving in the afternoon. Sign-in/Sign-out sheets available as you enter the program. There must be an exchange of responsibility from one adult to another, not from a child to staff. All persons signing children in/out must be at least 18 years of age. FBC cannot release minors to minors. (See other pick-up provisions in Parent Handbook).
- I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child must be listed on this form. Authorization by telephone will not be accepted.
- I understand that FBC will notify me of any illness my child has and I am to pick up my child as soon as possible.
- The undersigned is an adult over 18 years of age and am the parent or legal guardian of my child(ren), whose names are listed below, and agree he, she or they will participate in Fredericksburg Baptist Church ("FBC") Summer Camp Programs ("FBC Summer Camp"). I understand that even when every reasonable precaution is taken, accidents can sometimes happen. Therefore in exchange for allowing my child(ren) to participate in FBC Summer Camp, I understand and expressly acknowledge that I, for myself and for anyone entitled to act on my behalf, waive and forever release FBC, and FBC sponsors, representatives, officers, agents, employees, volunteers, consultants, directors, members, and assignees and successors from any and all claims or liabilities of any kind whatsoever arising out of my child's participation in activities at or sponsored by FBC, including without limitation participation in the FBC Summer Camp. I understand that this waiver and release includes without limitation any claims based on negligence, or action or inaction of FBC, sponsors, representatives, officers, agents, employees, volunteers, consultants, directors, members, assignees and successors and invited guests.

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

Name _____ Signature: _____



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) \$210/week
- Toddler 1 (1-year & walking) \$190/week
- Toddler 2 (younger 2-year-olds) \$190/week
- 2-Year-Olds \$190/week
- 3 Year-Olds (fully potty-trained) \$175/week
- 4 Year-Olds \$175/week
- School Age (9 a.m. - 5 p.m.) \$150/week

EARLY DROP-OFF AND/OR LATE PICK-UP OPTION \$50/WEEK

7:30 a.m. - 8:45 a.m.
5 p.m. - 6 p.m.



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.