

For office use:

Date Rec	Reg Fee	Birth Proof	Med Fm	EmInfo	Cnfrmd	Acct #
Time						

### Application for Admission and Contract – 2017-2018

Please answer all questions on this form and return with the \$65.00 admission fee (non-refundable, check payable to the church) to:  
Fredericksburg Baptist Church, 1019 Princess Anne Street, Fredericksburg, VA 22401  
In accordance with our State Regulations, you will need to present your child's birth certificate or legal proof of birth for verification in the church office **when you return the application form.**

Child's Name:	Goes by:
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Sex:	Age:	Date of Birth:	Home Phone:	Cell Phone:
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Home Address:	Zip Code:
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Email Address:	@
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Parent's Name:	Occupation:
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Employer:	Work Phone:
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Business Address:
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Parent's Name:	Occupation:
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Employer:	Work Phone:
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Business Address:
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Person(s) with Legal Custody of Child (relationship):
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***ALL MEDICAL FORMS MUST BE RETURNED TO THE OFFICE BY JULY 10, 2017***  
***It is your responsibility to make sure all information is on file for your child. Because of our State Regulations, your child WILL NOT BE PERMITTED to enter class until the required forms have been received in the office.***

Please list health problems, fears, etc.

Doctor's Name:	Doctor's Phone Number:
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Contact person when parents cannot be reached:
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Contact Home Phone:	Work Phone:	Relationship to Child:
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Previous nursery school experience?	Where?
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### CHECK PROGRAM PREFERRED: (Check all that apply)

- Full Day Infant Care (9:00am-5:00pm) \* 6 weeks-12 months

- Full Day Preschool (9:00am-5:00pm)

- \* 2 year olds  
\* 3 year olds (potty-trained)  
\* 4 year olds

- Extended Drop-off/Pick-up (7:30am-6:00pm) \*All ages

- Full Day Toddler (9:00am-5:00pm) \* 13 months - 24 months (walking)

- Part-Time Preschool (9:00-12:00)

- \* 2 year olds (MWF) (T&Th)  
\* 3 year olds (potty-trained)  
\* 4 year olds  
\* 4 year olds (M-F)

- Extended Day Preschool (9:00am-2:00pm MWF) \* 3 year olds \* 4 year olds

- Private Kindergarten (9:00am-3:00pm)

**PLEASE READ THE INFORMATION ON THE REVERSE SIDE AND SIGN →**

**STATE REQUIREMENTS FOR ADMISSION: (Children with incomplete files will not be permitted to enter class)**

- Application form (all questions completed, front and back, signed and dated by parent)
- State medical form completed and signed by your *physician* and returned to the office by July 10, 2017. You are responsible for making sure that your child has had 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.

**POLICY FORM – 2017-2018**

In order to assure that parents clearly understand the procedures and policies of Fredericksburg Baptist Preschool, we ask all parents to read the following information. Please check each blank to indicate your understanding and acceptance. Please sign the form at the bottom. Thank you!

1. 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 \$10.00 *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.
2. There is no reduction of fees for absences or vacations 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.
3. The enclosed medical form must be completed and signed by a physician and returned to the church office by July 10, 2017. Please note that this form must be on file in the office before the child will be admitted to classes which begin September 5, 2017. **NO MEDICATION CAN BE ADMINISTERED TO A CHILD DURING SCHOOL HOURS WITHOUT PROPER DOCUMENTATION.** *Note: Your child will need to have a complete physical if he/she has not had one within the past year.*
4. Your child(ren) need to be kept home from school with the following: those with fever, diarrhea and/or vomiting in previous 24-hour period. You must notify the Director of any confirmed illness so a notice may be posted outside of the classroom.
5. Parents need to inform the office of changes in address, phone numbers, employment locations, emergency information, or any changes in family situations.
6. I understand that:
- a. I must walk into the building with my child each day and make certain the teachers know he/she is there. Older siblings are not to bring in or pick up children. School begins at 9:00 a.m.
- b. 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.
- c. I understand that I am responsible for complete supervision of my child in the building prior to and after school, especially the playroom area. **Children over 5 years old are not allowed to use the play equipment.**
7. 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).
8. Parents need to provide transportation to and from all locations for field trips. Teachers cannot transport students in their private vehicles.
9. Children need a complete change of clothing left at school. All items must be labeled with their name.
10. SNOW POLICY: Parents are responsible for acquiring information about school closures. Announcements for closing of school due to inclement weather will be made over local radio station B101.5 WBQB. Listen for announcements for Fredericksburg Baptist Church Preschool. You may also go to [www.fredericksburg.com](http://www.fredericksburg.com) or The Potter's House Preschool @ FBC's Facebook page and look for closings. An announcement will be recorded on the church voicemail when a closing is determined.
11. 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.
12. I understand and agree to abide by these rules and regulations.

Date:

Signature of Parent/Guardian: