

**FIRST BAPTIST CHURCH WEEKDAY PRESCHOOL MINISTRY**  
**ADMISSIONS POLICY AND PROCEDURES**  
**2020-2021**

**THE REGISTRATION PROCESS**

Applications must be signed and returned with the \$75.00 application fee to be processed. The application fee is non-refundable. The Weekday Preschool office will accept these applications in room G19 during regular office hours or you may mail your application. Office hours are 9:00 a.m. to 3:00 p.m. on Monday, Tuesday, Thursday and Friday. The deadline for the initial registration is **January 30, 2020**. Applications must be received in the preschool office by 3:00 p.m. on January 30, 2020 to be considered for the initial registration. Any applications received after January 30th will be placed on a wait list if space is not available.

**INITIAL REGISTRATION PLACEMENTS**

- **Children of staff** will be placed in classes first.
- **Church members and In-house children** will be placed next in classes. In-house children applies to children currently enrolled in the program. Siblings of in-house children will be considered after placement of staff members, church members and in-house children.
- **Children of families new to WPM** will be placed after the above mentioned children.

If more applications are received than there are spaces available, applications will be randomly drawn from the applicant pool and assigned classes or wait list positions. Remember that we try to place everyone in their first choice but if that class is full, your child will be placed in your second or third choice.

**All applicants will be notified by email of their acceptance into the preschool or placement on the wait list by February 3rd.** Letters of acceptance or placement on the wait list and Before/After Care Applications will be mailed out no later than February 11<sup>th</sup>. These letters will have specific information about when payments are due.

**ALL APPLICATIONS** received after January 30th will be placed on a wait list in the order in which they are received. There will be no priority given to the aforementioned applicants.

**WAIT LIST POLICY**

A wait list will be maintained for each age group and the preschool will use the wait list to fill vacancies that occur until the end of February 2021. There is one wait list for each age group. You will be e-mailed when spaces become available. **Please note that the wait lists are not carried into the next school year's registration period.**

**HOURS**

Children attend school from 10:00 a.m. to 2:00 p.m. on Monday, Tuesday, Wednesday, Thursday and Friday. School holidays include Columbus Day, Veteran's Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day, Easter Break, and teacher work days. The preschool closely follows Fairfax County School System regarding weather closings and delays.

**BEFORE AND AFTER CARE**

Before Care is offered from 8:30 to 10:00 a.m. and 9:00 to 10:00 a.m. After Care is offered from 2:00 to 3:00 p.m., 2:00 to 3:30 p.m. and 2:00 to 4:00 p.m. on Monday, Tuesday, Wednesday, Thursday and Friday. Before and After Care applications will be sent out after your child has been accepted into the preschool

**OFFICE INFORMATION**

Office Hours are from 9:00 a.m. to 3:00 p.m. Monday, Tuesday, Thursday and Friday. Mailing address is Weekday Preschool Ministry, 2932 King Street, Alexandria, VA 22302. Phone Number is (703) 684-3733.

Eileen Lane	Operations Director	<a href="mailto:eileen@fbcalexandria.org">eileen@fbcalexandria.org</a>
Teri Stewart	Program Director	<a href="mailto:teri@fbcalexandria.org">teri@fbcalexandria.org</a>

## **CLASSES**

In most cases, specific class placement will be at the preschool administration's discretion, following the age guidelines for each class. Class availability and number of students may vary according to enrollment. Adult to child ratios listed below will not be exceeded. Any mid-year enrollments will be at the discretion of the preschool administration.

- Classes for children who are 1 by September 30, 2020 a ratio of 1 adult to 5 children
- Classes for children who are 2 by September 30, 2020 a ratio of 1 adult to 8 children
- Classes for children who are 3 by September 30, 2020 a ratio of 1 adult to 10 children
- Classes for children who are 4 by September 30, 2020 a ratio of 1 adult to 10 children

## **GENERAL FEES POLICIES**

Each year, prior to registration, the preschool will determine the application fee, activity fee, tuition, before/after care and late fees. The application fee, activity fee and before/after care fees are **non-refundable**.

The preschool uses the activity fee for: the group accident insurance policy it carries on all students with Gerber Life Insurance Company, classroom supplies, snacks, and other all-school special events or activities.

Tuition is based on a yearly amount that is divided into nine or ten equal monthly amounts. Payments are due on the first of the month and after the tenth day of any month is assessed a \$20.00 late fee.

## **PAYMENT SCHEDULE**

**Application Fee:** Application fee is due when the application is submitted to the preschool and is **non-refundable**.

**Activity Fee:** Activity fee is due March 2, 2020. After March 10<sup>th</sup> you will be assessed a \$20.00 late fee. If the activity fee is not paid by April 1<sup>st</sup>, your child will be dropped from the preschool. If your child is accepted after this date, the operations director will give you an alternate date on which the activity fee will be due. **The Activity Fee is non-refundable.**

**Tuition:** You may choose to make 9 or 10 tuition payments. The first tuition payment is due June 1, 2020. After June 10<sup>th</sup> you will be assessed a \$20.00 late fee. If you choose 9 payments your next payment will be on September 1st, 2020. If you choose the 10 payments your next payment will be on August 1<sup>st</sup>, 2020. All payments are due on the 1<sup>st</sup> of the month. After the 10<sup>th</sup> of the month you will be assessed a \$20.00 late fee. Tuition is refundable after a written thirty day notice has been received by the WPM administration. WPM will refund tuition 30 days after the date the written notice is received or postmarked. Tuition refunds will be prorated.

**Before and After Care:** Payments will be made on the 1<sup>st</sup> of the month. A \$20.00 late fee will be assessed if paid after the 10<sup>th</sup> of the month. Cost for Before and After Care is \$10.00 per hour. You can sign up for Before and After Care monthly or yearly.

## **YOUR CHILD'S PLACE IN THE PRESCHOOL IS SECURE WHEN THE ACTIVITY FEE, SEPTEMBER'S TUITION AND ALL FORMS ARE RECEIVED IN THE PRESCHOOL OFFICE.**

**EpiPen, educational services and IEP will not affect your child's enrollment in the preschool.**

## **CO-OPERATIVE OPTION**

WPM offers parents the opportunity to lower tuition expenses by helping in our classes. If you are interested in co-oping, please indicate your interest on the application form. Teri Stewart, Program Director, will contact you by the end of June with more information. We will work to accommodate your request; however, WPM may be unable to offer you the number of co-op days that you request.

## **SCHOLARSHIPS**

Scholarships are available and confidential. For more information please contact Eileen Lane, Operations Director. Scholarships are processed after your child has been accepted in the program.



**First Baptist Weekday Preschool Ministry**  
**2932 King Street Alexandria, VA 22302**  
**September 2020 - May 2021**  
**Application Form**

<b>For Official Use Only</b>	
Staff:	_____
Member:	_____
In House:	_____
Sibling:	_____
Open:	_____

Child's First Name: \_\_\_\_\_ Child's Last Name: \_\_\_\_\_

Child's Name to be Used \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Father's First & Last Name \_\_\_\_\_

Mother's First & Last Name \_\_\_\_\_

Address \_\_\_\_\_

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

Mother's Cell \_\_\_\_\_ Mother's E-mail \_\_\_\_\_

Father's Cell \_\_\_\_\_ Father's E-mail \_\_\_\_\_

Language Spoken at Home \_\_\_\_\_

When your family attends church, where do they attend? \_\_\_\_\_

Is a member of your family a **member** of First Baptist Church of Alexandria? \_\_\_\_\_

**Medical conditions, IEP, educational services and Epi-Pen will not affect your child's enrollment in the preschool.**

Has your child been recommended for evaluation or services? Yes or No If yes, have you started the process? Yes or No

Does your child receive services or have an IEP? \_\_\_\_\_

List any medical conditions that your child currently has or has had in the past \_\_\_\_\_

List any allergies your child has \_\_\_\_\_ Does your child require an Epi-Pen? \_\_\_\_\_

Return this application with a \$75.00 check or money order (**non-refundable**) to Preschool Office Room G19 at the above address. The application will not be processed until the application fee of \$75.00 is received.

I, the **parent/guardian** of the above named child confirm that the above information is true, complete and accurate and do state that I have read and agree to the "Admissions Policy and Procedures.

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

<b>For official Use Only</b>			
Date: _____	Check Number: _____	Receipt Number: _____	Amount: _____
Acceptance Letter Sent: _____	Acceptance Packet Sent: _____		
Wait List Number: _____	Wait List Letter Sent: _____		
Database: _____	Financial Book: _____	Children's List: _____	BC/AC: _____

Child's First and Last Name: \_\_\_\_\_

For Official Use Only	
___ Sibling	___ age
___ Sibling	___ age
BC	AC

### Classes and Tuition Rates

**Application Fee is \$75.00 for all applications.**

Please mark your 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice if applicable.

	Activity Fee	Nine Payments	Ten Payments
<b><u>One Year Olds</u></b> (must be one by 9-30-20)			
_____ Monday/Thursday	\$175.00	\$395.00	\$355.50
_____ Tuesday/Wednesday/Friday	\$225.00	\$475.00	\$427.50
_____ Monday/Tuesday/Wednesday/Thursday/Friday	\$325.00	\$625.00	\$562.50
<b><u>Two Year Olds</u></b> (must be two by 9-30-20)			
_____ Monday/Thursday	\$175.00	\$345.00	\$310.50
_____ Tuesday/Wednesday/Friday	\$225.00	\$425.00	\$382.50
_____ Monday/Tuesday/Wednesday/Thursday/Friday	\$325.00	\$545.00	\$490.50
<b><u>Three Year Olds</u></b> (must be three by 9-30-20)			
_____ Monday/Thursday	\$175.00	\$345.00	\$310.50
_____ Tuesday/Wednesday/Friday	\$225.00	\$375.00	\$337.50
_____ Monday/Tuesday/Thursday/Friday	\$275.00	\$445.00	\$400.50
_____ Monday/Tuesday/Wednesday/Thursday/Friday	\$325.00	\$550.00	\$495.00
<b><u>Pre-K (Four Year Olds)</u></b> (must be four by 9-30-20)			
_____ Monday/Tuesday/Thursday/Friday	\$325.00	\$445.00	\$400.50
_____ Tuesday/Wednesday/Thursday/Friday	\$325.00	\$445.00	\$400.50
_____ Monday/Tuesday/Wednesday/Thursday/Friday	\$375.00	\$550.00	\$495.00

**Please circle preferred payment option: Nine (9) or Ten(10)**

**Before Care:** I am interested in 8:30 to 10:00 a.m. \_\_\_\_\_ 9:00 to 10:00 a.m. \_\_\_\_\_

**After Care:** I am interested in 2:00 to 3:00 p.m.. \_\_\_\_\_ 2:00 to 3:30 p.m. \_\_\_\_\_  
 2:00 to 4:00 p.m. \_\_\_\_\_

**Co-operative Option:** WPM offers parents the opportunity to lower tuition by helping in our classes. Co-oping does not affect your child's placement in our program. \_\_\_\_\_ Yes, I am interested in co-oping.

**Scholarships** are available after your child has been accepted in the preschool program. Scholarships only apply to tuition. Please contact Eileen Lane at [eileen@fbcalexandria.org](mailto:eileen@fbcalexandria.org) for more information.