



# 2024-2025 Application Form

First Baptist Church Woodbridge  
Early Learning Center  
13600 Minnieville Road  
Woodbridge, VA 22193  
703.730.9009

www.fbcwelc.org  
vgordon@fbcwoodbridge.org

Child's last name:		First:	Middle:
Nickname / Name to be used at school:		Male <input type="radio"/> Female <input type="radio"/>	Birth date: <span style="float: right;">Age on 9/30/2024:</span>
Address: (street, city, state, zip code)			
Allergies / Special Concerns:			
Student must be adequately immunized according to the requirements prescribed by State Board of Health			
Mother / Guardian #1:		Occupation:	Employer:
Email address:		Phone #	
Father / Guardian #2:		Occupation:	Employer:
Email address:		Phone #	
Names and ages of other children in the family living at home:			
Church your family currently attends:			
<b>CLASS REQUESTED</b>			
Child must be the program age by September 30, 2024			
Regular School Hours: Mon 9:30am-12:45pm		Tues-Thurs 9:30am – 12:30pm	
Extended Day School Hours: Mon 9:30am- <b>2:15pm</b>		Tues-Thurs 9:30am – <b>2:00pm</b>	
<b><u>16-24 months Toddler Classes</u></b>		<b><u>2 Year Old Classes</u></b>	
<input type="checkbox"/> Mon/Wed <input type="checkbox"/> Tues/Thurs		<input type="checkbox"/> Mon/Wed <input type="checkbox"/> Tues/Thurs	
<b><u>Students in 3-5 year old classes must use toilet independently</u></b>			
<b><u>3 Year Old Classes</u></b>		<b><u>4 Year Old Pre-K Classes</u></b>	
<input type="checkbox"/> Mon/Wed <input type="checkbox"/> Tues/Thurs		<input type="checkbox"/> Monday through Thursday	
<input type="checkbox"/> Monday through Thursday		<input type="checkbox"/> Extended Day Mon.-Thurs. Mon 9:30am- <b>2:15pm</b> Tues-Thurs 9:30am – <b>2:00pm</b>	
<b><u>Transition Class</u></b> <i>(must be 4 years old by 3/31/2024)</i>			
<input type="checkbox"/> Monday through Thursday			
<input type="checkbox"/> Extended Day Mon.-Thurs. Mon 9:30am- <b>2:15pm</b> Tues-Thurs 9:30am – <b>2:00pm</b>			

**Fees:**

- A. Registration Fee: non-refundable \$100/child or \$150/family. Due with Application Form.
- B. Activities/Supplies fee: non-refundable \$75 per student/class. Due July 15, 2024.
- C. First of 10 equal Tuition Installments due July 15, 2024. Succeeding installments are due the 15<sup>th</sup> of the preceding month. Tuition is an annual fee that is divided into equal installments and is not based upon the number of days per month that your child attends.
- D. Accepted forms of payment: cash, check, and ACH payments arranged through your bank. Credit Card payments are assessed at a 2.5% surcharge. A \$25 returned check fee will be imposed on checks not cleared.

Class*	Days	Annual Tuition	10 Monthly Payments
16-24 Months Toddler Classes	M/W or T/Th	\$2,120	\$212
2 year old Classes	M/W or T/Th	\$2,070	\$207
3 year old Classes	M/W or T/Th	\$1,980	\$198
Regular 4-day Classes	Monday through Thursday	\$3,460	\$346
Extended 4-day Classes	Monday through Thursday	\$5,170	\$517

**Terms and Conditions:**

- Tuition
  - Sibling discount is 10% off lower tuition rate.
  - Late fee (\$25) will be added to tuition not received within 10 days of the due date.
  - Tuition will not be waived for absences or school closure due to weather/other reasons beyond the control of the school.
  - Any child whose tuition payment is over 15 days past due may be considered for withdrawal.
- A late pick-up fee will be charged if your child is habitually picked up late. Fees are \$5.00 for the first 15 minutes and an additional \$1.00/minute thereafter.
- Withdrawal policy: Provide a 30-day written notice prior to 1<sup>st</sup> day of the month of withdrawal.

**Requirements for Enrollment:**

- Application Form with Application Fee (non-refundable \$100/child, \$150/family)

**Items due by July 15, 2024:**

- Activity/Supplies Fee: non-refundable \$75 per class.
- First Tuition Fee Installment.
- Student Health Form (completed within 12 months prior)  
Student must be adequately immunized according to the requirements determined by State Board of Health
- Child's original birth certificate or passport must be presented (*new students only*).
- Enrollment Agreement

Your child's place in the ELC is secure when the above requirements are received. Lack of requirements may forfeit your child's enrollment.

All information I have provided is accurate and I have read and agree to the FBCW Early Learning Center Admissions Policy as outlined above.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

For office use only: Date received \_\_\_\_\_  Brightwheel  Birth certificate  Health Form