



**WCM Preschool Application**  
**FBCA Weekday Childhood Ministry**  
**2932 King Street Alexandria, VA 22302**  
**2024 - 2025**

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

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

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

Father'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, educational services and Epi-Pen will not affect your child's enrollment in the WCM.**

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 to Eileen Lane at [eileen@fbcaalexandria.org](mailto:eileen@fbcaalexandria.org) or through the mail. You have two options to pay the Application Fee. You can mail a check, or you will be sent an invoice from Lillio when your application is received. Please check your option for payment below.

Application Fee Payment: Lillio App: \_\_\_\_\_ Check: \_\_\_\_\_

The Application Fee is **non-refundable**. The application will not be processed until the application fee of \$85.00 is paid.

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

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

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

**WCM Preschool 2024-2025  
Classes and Tuition Rates**

**Application Fee is \$85.00 for all applications.**

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

	<b>Activity Fee</b>	<b>10 Monthly Payments</b>
<b><u>One Year Olds</u></b> (must be one by 9-30-24)		
_____ Tuesday/Wednesday/Thursday	\$300.00	\$530.00
_____ Monday/Tuesday/Wednesday/Thursday/Friday	\$500.00	\$665.00
<b><u>Two Year Olds</u></b> (must be two by 9-30-24)		
_____ Tuesday/Wednesday/Thursday	\$300.00	\$460.00
_____ Monday/Tuesday/Wednesday/Thursday/Friday	\$500.00	\$615.00
<b><u>Three Year Olds</u></b> (must be three by 9-30-24)		
_____ Tuesday/Wednesday/Thursday	\$300.00	\$460.00
_____ Tuesday/Wednesday/Thursday/Friday	\$400.00	\$500.00
_____ Monday/Tuesday/Wednesday/Thursday/Friday	\$500.00	\$595.00
<b><u>Pre-K (Four Year Olds)</u></b> (must be four by 9-30-24)		
_____ Tuesday/Wednesday/Thursday/Friday	\$420.00	\$500.00
_____ Monday/Tuesday/Wednesday/Thursday/Friday	\$520.00	\$595.00

**Extended Care:** I am interested in 9:00 to 10:00 a.m. \_\_\_\_\_ 2:00 to 3:00 p.m. \_\_\_\_\_  
2:00 to 3:30 p.m. \_\_\_\_\_ 2:00 to 4:00 p.m. \_\_\_\_\_

**Co-operative Option:** WCM offers parents the opportunity to lower tuition by helping in our classes. Co-oping does not affect your child's placement in our preschool. \_\_\_\_\_ 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.

<b>For official Use Only</b>	
Date: _____	HM CK#: _____
Receipt Number: _____	Amount: _____
Acceptance Email: _____	Acceptance Packet Email: _____
Wait List Number: _____	Wait List Letter Sent: _____
Lillio: _____	Database: _____
Financial Book: _____	Children's List: _____



# **FBCA WEEKDAY CHILDHOOD MINISTRY** **ADMISSIONS POLICY AND PROCEDURES** **2024-2025**

## **THE REGISTRATION PROCESS**

Applications must be signed and returned with the \$85.00 application fee to be processed. The application fee can be by cash, check, or you can be invoiced by the Lillio app. The application fee is non-refundable. You may email or mail your application. The deadline for the initial registration is **February 26<sup>th</sup>, 2024**. Applications must be received in the WCM office by 2:00 p.m. on February 26, 2024, to be considered for the initial registration. Any applications received after February 26th will be placed on a wait list if space is not available.

## **INITIAL REGISTRATION PLACEMENTS**

The initial registration is February 5<sup>th</sup> to 26<sup>th</sup>. At the conclusion of the initial registration, children are placed into classes by the following placement guidelines.

- **Children of staff**
- **Church members and in-house children.** In-house children are children currently enrolled in the program.
- **Siblings of in-house children**
- **Children of families new to WCM**

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. 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.

After February 26th, applications will be placed in classes with openings or on the wait list for that age group.

**All applicants will be notified by email of their acceptance into the WCM or placement on the wait list by March 1<sup>st</sup>.**  
**The emails will have specific information about when payments are due.**

## **WAIT LIST POLICY**

A wait list will be maintained for each age group and WCM will use the wait list to fill vacancies that occur until the end of February 2025. 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**

The Preschool hours are from 10:00 a.m. to 2:00 p.m. School holidays include Columbus Day, Veteran's Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day, Easter Break, and teacher workdays. The WCM closely follows Fairfax County Public School regarding weather closings and delays.

## **EXTENDED CARE**

Extended Care for the Preschool is offered from 9:00 to 10:00 a.m.; 2:00 to 3:00 p.m.; 2:00 to 3:30 p.m.; 2:00 to 4:00 p.m.

## **OFFICE INFORMATION**

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

Teri Stewart Weekday Childhood Ministry Director [teri@fbcaalexandria.org](mailto:teri@fbcaalexandria.org)

Eileen Lane Operations Director [eileen@fbcaalexandria.org](mailto:eileen@fbcaalexandria.org)

## **CLASSES**

In most cases, specific class placement will be at the WCM 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 WCM administration.

- Classes for children who are 1 by September 30, 2024, a ratio of 1 adult to 5 children
- Classes for children who are 2 by September 30, 2024, a ratio of 1 adult to 8 children
- Classes for children who are 3 by September 30, 2024, a ratio of 1 adult to 10 children
- Classes for children who are 4 by September 30, 2024, a ratio of 1 adult to 10 children

## **GENERAL FEES POLICIES**

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

Tuition is based on a yearly amount that is divided into ten monthly payments. Payments are due on the first of the month. Tuition paid after the tenth day of any month is assessed a \$20.00 late fee. **The first tuition payment is due on July 1<sup>st</sup> and is non-refundable.**

## **PAYMENT SCHEDULE**

WCM uses the Lillio(HiMama) app to send out invoices for payment of the application fee, activity fee, tuition, and extended care fees.

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

**Activity Fee:** The activity fee is due March 11<sup>th</sup>, 2024. If the activity fee is not paid by April 2<sup>nd</sup>, 2024 your child will be dropped from the WCM. 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:** Tuition will be made in 10 monthly payments. The first tuition payment is due July 1, 2024, and is non-refundable. After July 10<sup>th</sup> you will be assessed a \$20.00 late fee. Tuition is due monthly. 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 due to withdrawal after a written thirty-day notice has been received by the Operations Director. WCM will refund tuition 30 days after the date the written notice is received or postmarked. Tuition refunds may be prorated.

**Extended 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 Extended Care is \$15.00 per hour. You will sign up for Extended Care monthly.

**YOUR CHILD'S PLACE IN THE WCM IS SECURE WHEN THE ACTIVITY FEE, 1<sup>ST</sup> TUITION PAYMENT AND ALL FORMS ARE RECEIVED IN THE WCM OFFICE.**

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

## **CO-OPERATIVE OPTION**

WCM offers parents the opportunity to lower tuition expenses by helping in the WCM. If you are interested in co-opping, please indicate your interest on the application form. Teri Stewart, WCM Director, will contact you by the end of June with more information. We will work to accommodate your request; however, WCM 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.