

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

www.fbcwelc.org
awall@fbcwoodbridge.org



2025-2026 Application Form

Child's last name:		First:		Middle:	
Nickname / Name to be used at school:		Male ☐ Female ☐	Birth date:		Age on 9/30/2025:
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:					
CLASS REQUESTED					
- Child must be the program age by September 30, 2025 - Students in 3-5 year old classes must use toilet independently					
Regular School Hours: Mon 9:30am-12:45pm Tues-Thurs 9:30am – 12:30pm	<u>16-24 months Toddler Classes</u> ☐ Mon/Wed ☐ Tues/Thurs				
	<u>2 Year Old Classes</u> ☐ Mon/Wed ☐ Tues/Thurs				
	<u>3 Year Old Classes</u> ☐ Mon/Wed ☐ Tues /Thurs ☐ Mon through Thurs				
	☐ <u>4-Year-Old Pre-K Classes</u> (Mon through Thurs)				
Extended Day Hours: Mon 9:30am-2:15pm Tues-Thurs 9:30am – 2:00pm	☐ <u>4 Year Old Pre-K Extended Day</u>				
	☐ <u>Transitional Kindergarten Extended Day</u> (must be 4 years old by 3/31/2025)				

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, 2025.
- C. First of 10 equal Tuition Installments due July 15, 2025. Succeeding installments are due the 15th 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	\$2,235	\$223.50
2 year old Classes	M/W or T/Th	\$2,180	\$218.00
3 year old Classes	M/W or T/Th	\$2,080	\$208.00
Regular 4-day Classes	Monday through Thursday	\$3,725	\$372.50
Extended 4-day Classes	Monday through Thursday	\$5,560	\$556.00

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 1st 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, 2025:

- ☐ 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