



Dear Parents:

Thank you for your interest in our Weekday Early Education Program (WEE). In order to register your child in our program for fall 2024, the following three items are **required** at the time of your registration appointment:

- 1) Completed application packet – including completed notarization form.
(Forms may be notarized in the preschool office)
- 2) \$100 registration fee + last month prepaid tuition \$245/child (May 2025) + requested key card/tag fee. (**Note: 4s & 5s program only - \$40 activity/curriculum fee**)
- 3) Current immunization form printed from a physician or health department

If you withdraw your child after school starts and prior to February, the prepaid May tuition can be moved to cover the last month that the child is enrolled. If you withdraw your child after February, the prepaid May tuition will not be refunded or applied to another month.

The prepaid May tuition can be moved to cover the last month that the child is enrolled if:

- 1) Notification of withdrawal is given at the beginning of the last month that he/she will be attending.
- And
- 2) Tuition for the last month that the child will be attending has not already been paid.

If you withdraw your child prior to the beginning of school, the key card/tag fee, registration fee and last month's tuition will not be refunded.

Fees may be paid in office by **check**, exact **cash**, **AND credit card (new)** – with **additional processing fee!** Please make checks payable to Weekday Early Education (WEE) with your child's first and last name in the note/memo section.

Please note: An appointment **must** be made with the preschool office once you have all three items listed above to complete the application process.

If you have any questions, please call the preschool office at 312-3472.

Office Use Only

NLE as of _____
Reason: _____
May _____
Key fob Rtd _____

Office Use Only

Reg Fee _____ May _____ Key _____ Curr Fee (4s/5s) _____ Date _____
BD ☐ Shot Rec ☐ Key ☐ Non-Refund ☐ Email ☐ Phone # ☐
Emer Form-Dr Name/# ☐ Emer Contacts ☐ Notarized ☐
Permission to photo ☐ Authorized to pick up card ☐
Acpt Ltr ☐ Copy Handbook/sign ☐ Copy Tuition Pymt Policy/sign ☐
☐ Reg Log ☐ Invoiced ☐ Info Ent MP ☐ Class _____

First Baptist Church
Weekday Early Education
Application Form 2024 – 2025

Child's Name _____ Birth Date _____

Please indicate the appropriate age group. The age group is determined by the child's age by the 16th day of August:

1 Year Olds

DOB: 8/16/22 – 8/15/23

- | | | |
|--|---|---|
| () Tuesday
9:30a.m. – 2:30p.m.
Registration - \$100
Monthly tuition - \$122.50 | () Thursday
9:30a.m. – 2:30p.m.
Registration - \$100
Monthly tuition - \$122.50 | () Tuesday and Thursday
9:30a.m. – 2:30p.m.
Registration - \$100
Monthly Tuition -\$245 |
|--|---|---|

2 Year Olds

DOB: 8/16/21 - 8/15/22

3 Year Olds**

DOB: 8/16/20– 8/15/21

4 Year Olds/ Transitional 5s

- ☐ DOB: 8/16/19– 8/15/20
☐ DOB: 8/16/18 – 8/15/19

- | | | |
|---|---|--|
| () Tuesday and Thursday
9:30a.m. – 2:30p.m.
Registration - \$100
Monthly Tuition -\$245 | () Tuesday and Thursday
9:30a.m. – 2:30p.m.
Registration - \$100
Monthly Tuition -\$245 | () Tuesday and Thursday
9:30a.m. – 2:30p.m.
Registration - \$100
Monthly Tuition -\$245
Curriculum Fee - \$40 |
|---|---|--|

****There is a potty-training requirement for children enrolled in the 3s,4s, and 5s programs****

Name and address of responsible party for billing of tuition: _____

I understand registration & key card fees, + May prepaid tuition are not refundable. (Please initial) _____

I have received a copy of the Parent Handbook (Please initial) _____

I have received a copy of the Tuition Payment Policy (Please initial) _____

FIRST BAPTIST CHURCH

WEEKDAY EARLY EDUCATION

Office Use Only

INFORMATION CONCERNING THE CHILD

Child's Name _____ Birth Date _____

What name does child like to be called? _____ Male _____ Female _____

Address _____ City _____ State _____ Zip _____

Home Telephone Number _____

With whom does the child live? _____

Are there any custody issues we need to be aware of? _____

Does the child speak English? YES / NO

What language besides English is spoken at home? _____

Fears and Dislikes _____

Behavioral habits (nail biting, finger sucking, biting, etc.) _____

How is child disciplined at home? _____

Playmates _____

Pets _____

Does your child receive services for SPEECH? _____ OCCUPATIONAL THERAPY? _____

Are there any known developmental delays? _____

ALLERGIES (RESPIRATORY OR FOOD)

Is an EpiPen required for allergy? YES / NO Does contact cause allergic reaction? YES / NO

Is the child potty trained? YES / NO Does the child stay with a babysitter? YES / NO
(children enrolling in 3 & 4 MUST be fully potty trained and NO PULL UPS)

Please share any other information which would be helpful to their teacher, i.e. ongoing/re-occurring medical conditions, learning abilities, etc.:

INFORMATION REGARDING THE FAMILY

Please fill out this form completely.

Father's Name _____

Address _____ **City** _____ **State** _____ **Zip** _____

Home Telephone Number _____ **Email** _____

Place of Employment _____ **Occupation** _____

Work Phone _____ **Cellular/Mobile Phone** _____

Religious Affiliation/ Church Attendance: _____

Mother's Name _____

Address _____ **City** _____ **State** _____ **Zip** _____

Home Telephone Number _____ **Email** _____

Place of Employment _____ **Occupation** _____

Work Phone _____ **Cellular/Mobile Phone** _____

Religious Affiliation/ Church Attendance: _____

Names and Ages of Siblings:

_____	_____
_____	_____
_____	_____

How did you hear about our program? _____

**COLLIERVILLE FIRST BAPTIST CHURCH
WEEKDAY EARLY EDUCATION
EMERGENCY AUTHORIZATION AGREEMENT**

I, _____ parent of _____
age _____, hereby state that I am the natural guardian (legal guardian) and have legal custody of _____.

My child's physician is Dr. _____

Telephone Number _____

While I am availing myself and my child for the services of care at COLLIERVILLE First Baptist Church, I can be contacted at the following number _____. In the event neither parent can be contacted, in case of an emergency, please contact one of the following people (**not to include either parent**) whom I hereby, upon execution of this notarized form, give the express authority to designate what medical treatment should be given my child in my absence:

**LOCAL EMERGENCY CONTACTS
(Please list three not including either parent)**

1. Name _____
Relationship _____
Telephone Number _____

2. Name _____
Relationship _____
Telephone Number _____

3. Name _____
Relationship _____
Telephone Number _____

In the event that neither I nor the person(s) named above as an emergency contact, nor the doctor named above can be contacted, I hereby designate and authorize a representative of Collierville First Baptist Church to contact and obtain whatever treatment is necessary for my child, should an emergency exist.

In the event of emergency, I further authorize the appropriate personnel at the Emergency units of the private and city hospitals here in Collierville or Memphis to render to my child whatever treatment is necessary under the circumstances.

Signed _____ Date _____
(Must be signed in the presence of notary)

I further hereby waive any liability on behalf of Collierville First Baptist Church or its personnel for efforts to obtain treatment for my child in the event of an emergency and in the event I or my emergency contact cannot be located.

Notary Public

My Commission Expires: _____

Tuition Payment Policy 2024-2025

Weekday Early Education is a nonprofit but self-supporting program of Collierville First Baptist Church which operates solely on tuition revenues.

Our Weekday Early Education tuition policy is as follows:

1. At the time of registration: a non-refundable annual registration fee of \$100 and non-refundable last month tuition (May) along with key card/tag fees are due.
2. Tuition Obligation: Parents agree to make full tuition payments according to the fees on the WEE enrollment application.
3. Payment schedule: Parent/Guardian will pay monthly.
4. Withdrawal policy: All withdrawals must be in writing addressed to Steffeny Sheals, Director of Weekday Early Education, and include the child's name with last day of attendance. All payments due and paid up to the date of withdrawal are non-refundable. If you withdraw your child after school starts and prior to February, the prepaid May tuition can be moved to cover the last month that the child is enrolled. If you withdraw your child after February, the prepaid May tuition will not be refunded or applied to another month.

The prepaid May tuition can be moved to cover the last month that the child is enrolled if:

- a) Notification of withdrawal is given at the beginning of the last month that he/she will be attending.
- b) Tuition for the last month that the child will be attending has not already been paid.

If you withdraw your child prior to the beginning of school, the key card/tag fee, registration fee and last month's tuition will not be refunded.

5. Past Due Accounts: Parent/Guardian acknowledges that if the student's account is past due, the Student may not be permitted to enroll for the next school year. The School reserves the right to delay admission, suspend, or dismiss any student when the tuition account is past due at any time during the year. However, it is not our desire to suspend enrollment if a family is experiencing financial hardship. If this is the case please contact the Director.
6. Late and Returned Payments: There will be a \$36 charge for each returned check. Tuition is due on the first of the month. There will be a \$10 charge for payments received after the 15th of the month.

The monthly tuition will be the same each month (September-May) regardless of the number of school days in the month.

Tuition can be paid annually in advance if you choose to do so; however, no discount will be given. Tuition is divided into 9 equal payments with the final payment (May 2025) being prepaid at registration. The other 8 payments are due on the first day of each month, September through April, and are not considered to be late until after the 15th of the month. A monthly billing statement will be sent home with the child on the last school day prior to the month that the tuition is due. Any questions regarding your monthly invoice should be directed to Steffeny Sheals in the preschool office. If payment is not received by the end of the month that it is due, your child will not be allowed to attend our program until the financial obligation is met or payment arrangement is made with the preschool office.

If your child is absent for any reason during the month whether due to sickness or vacation, there will be no refund. In order to hold your child's place in the program in the event of absence, the entire tuition must be paid. A place is reserved for all enrolled children; space and equipment are provided and teachers are employed to instruct; therefore, tuition is due whether the child is present or absent.

Tuition may be paid by **exact** cash, check, or debit/credit card (online only). Please note: debit and credit card payments may be paid online at www.cfbcfamily.org/preschool. There will be a transaction fee applied to online payments. Cash payments must be turned in to the preschool office and a receipt will be written. Checks made payable to WEE may be mailed to the church or turned in at the preschool or main office. Please write your child's first and last name on the memo line.

I have read the **2024-2025 Tuition Payment Policy** and agree to abide by the policies and procedures as specified by Collierville First Baptist Church/Weekday Early Education.

Parent signature _____ Date _____

Parent name _____ Child's name _____
(please print) (please print)

Keyless Entry and Video Camera Systems

The keyless entry and video camera system at Collierville First Baptist Church provides an additional feature of security for the children enrolled in the Weekday Early Education Program. The preschool area will remain locked during the time that classes are in session. As a parent, you will be able to open the doors with your card/key tag which will be issued at the parent's meeting just before the beginning of the school year. These card/key tags will operate the doors on Tuesday and Thursday during school hours starting at 9:25 a.m. Enclosed with the registration materials, you will find a Keyless Entry System form. This must be completed and turned in with the registration forms in order to allow time for your key to be programmed and issued at the parents meeting.

There is the option of having one or more cards, one or more key tags, or a combination of the two. These items will be paid for when you register.

Parents of returning students will receive the card(s)/tag(s) which were turned in at the end of the previous school year. These cards were deactivated on the last day of school. They will be reprogrammed and reactivated for the new school year. If you would like additional cards or tags, you may indicate this on the form.

If you lose a card/key tag, please notify someone in the preschool office immediately in order that the card/key tag can be deactivated. There will be a replacement fee of \$5 for a card and \$10 for a key tag.

The Preschool hallways and classrooms are equipped with video cameras which record all activities occurring in the area. This is an added measure to further ensure the safety of the children.

Keyless Entry System
(One form per family to be turned in with application)
2024 - 2025

Child(ren)'s Name _____

New Students

I prefer to have the following:

_____ # Cards x \$5.00 each \$ _____

_____ # Key Tags x \$10.00 each \$ _____

Total \$ _____

Returning Students

I prefer to have the following:

_____ # Cards and/or key tags from previous year (reactivated)

Along with my returned card/key tag please ADD these items:

_____ # Cards x \$5.00 each \$ _____

_____ # Key Tags x \$10.00 each \$ _____

Total \$ _____

Office use only

Invoice Date _____ Amount _____ Activation Date _____

Key tags

_____	R	L	D
_____	R	L	D
_____	R	L	D
_____	R	L	D

Cards

_____	R	L	D
_____	R	L	D
_____	R	L	D
_____	R	L	D