

Registration Information

**2024-
2025**

February 1, 2024 –Priority registration begins for current students, their siblings, and our active church members.

February 8, 2024 – Open registration – All those who have completed a tour are free to come at 8:20 a.m. to turn in applications. We fill classes on a first come first serve basis.

- All students new and returning must complete an application
- **A non-refundable Application fee (see below) is required for all two year and three-year programs.**
- **A Certificate of Eligibility (COE) is required for all VPK Students.**
 - Contact the ELC of Duval at 208-2044 or www.VPKDuval.org
- (We will not issue a handbook without a COE, COE's must be in by May 22nd for all enrolling early)
- Our extended lunch bunch program requires a **\$50 registration fee**, and this program will not begin until September. (Spaces are limited in lunch bunch) ***see other side for more information.**
- We will start school in August. VPK classes attend 8:30-11:45 a.m. or 8:30 a.m.-1:30 p.m. for 3-day VPK class and Preschool classes 2/3's attend 8:30-11:30 a.m.

Our program ends the Week prior to Memorial Day.

All students are required to have Florida immunization form and physical form prior to starting

# of children/ # in class staff	Age Group– must be age by Sept 1st	Days available	Application Fee – Due with Application Nonrefundable/Nontransferable		Equal Monthly payment	Tuition based on total days attended throughout year
9 students/2 staff	Two day 2's	T & TH	\$225		\$280 pull ups /\$265 underpants	\$2800 pull ups/ \$2650 underpants
9 students/2 staff	Three day 2's	M, W, F	\$225		\$335 pull-ups /\$320 underpants	\$3350 pull ups/ \$3200 underpants
9 students/2 staff	Five day 2's	M-F	\$225		\$570pull-ups/\$555 underpants	\$5700 pull ups/ \$5550 underpants
12students/2 staff	Two day 3's	T & TH	\$225		\$250	\$2500
12 students/2 staff	Three day 3's	M, W & F	\$225		\$290	\$2900
12 students/2 staff	Five day 3's	M - F	\$225		\$425	\$4250.
Up to 16 students/2 staff	VPK	M - F	Certificate of Eligibility required	Asked to bring in supplies.	8:30-11:45 State funded	State pays fees
Up to 17 students/2 staff	VPK	3-day class T, W, TH	Certificate of Eligibility required	Asked to bring in supplies.	8:30-1:30 State funded	State pays fees
NON-VPK 4/5 YR OLD	VPK	5 days Class	\$230.		\$400.	\$4000.

Important to read: Tuition payments will begin in July and end in April.

**Important to read: Tuition payments will begin in July and end in April (10 equal payments)*

They are due by the 5th of each month.

Our lunch bunch classes do not nap. If your child requires a nap each day this program is not a good choice for him/her.

Tuition and lunch bunch fees remain the same monthly regardless of the number of school days within the month. We have based all fees on the total number of days in the year.

Lunch Bunch program Information

- Available to our preschool classes and 5-day VPK classes. It runs from the end of the school day until 2 p.m.
- Lunch bunch program will not begin until the 1st school day in September
- A **\$50 Registration fee is required to enroll in the lunch bunch program**; this is required for all children using this program both those in regular stay and occasional daily stay.
- Parents agree to provide a healthy lunch adhering to our nut free policies.
- **To attend lunch bunch, you must be in school by 8:40 a.m. that day.**

Occasional Stay fee is \$25 per day – Please call ahead to see if space is available.

- 5 days per week \$200 per month
- 4 days per week \$180 per month
- 3 days per week \$160 per month
- 2 days per week \$140 per month
- 1 day per week \$100

Thank you for your interest in our program!

Potty Training Policy

Two-Year-Old Class:

All non-potty-trained children in our two-year-old class must be in pull-ups starting the first day of school. We will start the process of potty training in a relaxed manner with the cooperation of the family. Our teacher's follow a consistent schedule when having the children going to the restroom, these are: upon arrival at school, before and after going outside and just before going home. Additional times will be as child indicates that they need to go to the restroom.

In the child's backpack parents will need to keep extra pull-ups, two (2) changes of clothing including socks and one extra pair of shoes. These extra items are useful as your child starts transitioning to wearing underpants. Please adjust the extra clothing as the weather changes to accommodate outside play.

When the child is fully potty-trained tuition will be adjusted the following month to the under-pant fee. Please notify the Assistant Director or have the Lead teacher notify Assistant Director.

Three-Year-Old Class & VPK Class

All children entering these classes on the first day of school must be completely potty trained. This includes the following:

- ◆ **Pulling up and down clothes without assistance**
- ◆ **Wiping him/herself after all bathroom needs (Teacher can verbally assist only)**

It is very important to have all children in the class fully potty trained. With up to 12 children in the three's and 17 children in the VPK class it is very difficult for teacher's and assistants to take care of changing children. When a teacher and/or assistant must address a bathroom accident, they are unable to have direct supervision of other children. Also, this situation takes time away from other children learning and teacher's trying to stay on track in completing their lesson plans for the day.

We will ask your child several times throughout the day to use the restroom, especially before going outside to play. In case of a rare accident, please have a change of clothes in your child's backpack. If an accident happens each child is expected to change their own clothing with verbal instructions if needed from the teacher. **Accidents will be recorded on our incident report, and you will be asked to sign each time, Children having four or more accidents in a four-week period will need to meet with the director to discuss continued enrollment.**

Starting the first day of school if your child is having accidents several times during the week, your child is not considered potty trained. The parent will be notified with the understanding that the issue could lead to dismissal from the program. If the child continues to have accidents consistently, the

child will be unenrolled. You may have the option to reenroll once your child is fully potty trained if space is available in the class.

Child Health Services-Health exams and Immunization requirements

- FCBA is required by the Department of Children and Families to have on file for each child a Physical and an Immunization Record.
- **We require you to bring in the original forms by your child's first day of school: Physical Examination – Form 3040 (must be complete and is good for 2 years from date completed) and Immunization – Form 680 (must be updated upon expiration date unless it shows Part A 1 complete until 7th grade.)**
- *****We no longer accept religious exempt forms.**

Termination/Withdrawal from Ft. Caroline Baptist Academy, Inc.

The center reserves the right to terminate services at any time, with or without cause. Services may be terminated for willful destruction of property, if the child poses a threat to the safety and welfare of other children in care, physical or verbal abuse by the parent upon the Center Staff, insufficient funds that are not repaid promptly, refusal to follow center policies.

Thirty days written notice is required from parents that are withdrawing their child from the center. Parents are responsible for any fees if proper notification is not provided. Any past due balances are due on last day of enrollment. Balances remaining after 30 days will be referred to the center's collection agency.

If a child is absent for two consecutive weeks, without proper notification to the office, the child will be considered withdrawn from the program and the reserved classroom space will be filled. All tuition and any related charges are due and payable during this thirty-day period. To re-enroll, normal registration/supply fees will apply. The child will then be considered for enrollment upon space availability. Any VPK student that does not meet the attendance requirements will disenroll from FCBA.

*The preschool program at Ft. Caroline Baptist Academy,
11428 McCormick Road, Jacksonville, Florida 32225,
is licensed by the Department of Children and Families License # C04DU0151 and has
been inspected and approved by the Jacksonville Fire Department.
We also comply with the requirements of the Guiding Stars of Duval and are rated a 5-star*