



2026-2027 Registration Packet

| Parent Registration Checklist 2026-2027

Items marked with an asterisk are required to reserve a space for the 2026-2027 academic school year.

First Presbyterian Preschool will not accept a child's registration without the required completed forms and accompanying fees.

Questions may be directed to the Preschool Office at 757-625-0667 or contact@fpcnorfolk.org.

Completed items *

- ☐ Completed Enrollment Agreement*
- ☐ Preferred Program
- ☐ Proof of Previous Programs
- ☐ Child's Full Birth Name (First/Middle/Last)
- ☐ Child's Date of Birth
- ☐ Local Home Address
- ☐ Parent Contact Information (Names, Phone Numbers, and Emails)
- ☐ Emergency Contacts (Names, Relation, and Phone Numbers)
- ☐ Primary Physician and Dentist Contact Information
- ☐ Insurance (including Policy Number)
- ☐ Medical and Special Concerns
- ☐ Pick Up Information (Names and Phone Numbers)
- ☐ Enrollment Contract Agreement (Initialed, Signed, and Dated)
- ☐ Directory Release, Video/Photo Release, and Walking Permissions (Initialed)
- ☐ Enrollment Packet Agreements (Signed and Dated)
- ☐ ACH Automatic Bank Withdrawal Form
- ☐ Birth Certificate (newly enrolling families)
- ☐ Current School Entrance Health Form and immunization record

Fees included *

- ☐ Tuition Deposit
- ☐ Registration Fee
- ☐ Supply Fee (Kindergarten)

| Enrollment Agreement - Requirements and Schedule

Return the completed forms and fees to the preschool office.

Submit the completed and signed 2026-2027 Enrollment Agreement.

Pay a non-refundable \$175 registration fee for Infants-Fours or a non-refundable \$200 registration fee for Kindergarten. Kindergarten also requires a \$150 non-refundable supply-fee deposit.

Pay a non-refundable deposit of one month's tuition; it will be applied to September 2026 tuition.

Submit a completed and signed ACH Automatic Bank Withdrawal Form, including for returning families. Families with multiple enrolled children submit one ACH form with the overall total tuition.

Newly enrolling families submit a copy of the child's birth certificate.

Submit a current School Entrance Health Form with updated immunization record. For children age two and under, the immunization record must be updated and provided every six months.

Enrollment is first-come, first-served. Currently enrolled students may begin registration Friday, February 20; siblings of currently enrolled students and First Presbyterian Church members may register Monday, March 9; the waitlist opens Monday, March 23, based on availability.

Classroom assignments are at the discretion of Preschool Administration. Teacher requests must be emailed to the Preschool Office at contact@fpcnorfolk.org and may not be accommodated.

All Day Programs operate 7:30am-6:00pm from Monday, August 31, 2026 through Friday, August 20, 2027 on a 12-month contract.

Half Day Programs operate 9:00am-12:00pm from Monday, August 31, 2026 through Friday, June 4, 2027 on a 9.25-month contract.

Half Day Three's and Four's classes are eligible for Lunch Bunch from 12:00pm-2:00pm at \$13.00 per hour.

The 2026-2027 tuition sheet lists a late pickup fee of \$10.00 per minute late.

Preferred Program

Preferred program *

- ☐ All Day Infant Program (\$1,450/month; 6 weeks and up; \$175 non-refundable registration fee)
- ☐ All Day One Year Old Program (\$1,300/month; One by September 30, 2026; \$175 non-refundable registration fee)
- ☐ Half Day One Year Old - Monday, Wednesday, Friday (\$330/month; \$110 per scheduled day; \$175 non-refundable registration fee)
- ☐ Half Day One Year Old - Tuesday and Thursday (\$220/month; \$110 per scheduled day; \$175 non-refundable registration fee)
- ☐ Half Day One Year Old - Monday-Friday (\$550/month; \$110 per scheduled day; \$175 non-refundable registration fee)
- ☐ All Day Two Year Old Program (\$1,250/month; Two by September 30, 2026; \$175 non-refundable registration fee)
- ☐ Half Day Two Year Old - Monday-Friday (\$510/month; Lunch Bunch is not available; \$175 non-refundable registration fee)
- ☐ All Day Three Year Old Program (\$1,225/month; Three by September 30, 2026; \$175 non-refundable registration fee)
- ☐ Half Day Three Year Old - Monday-Friday (\$500/month; \$175 non-refundable registration fee)
- ☐ All Day Four Year Old Program (\$1,225/month; Four by September 30, 2026; \$175 non-refundable registration fee)
- ☐ Half Day Four Year Old - Monday-Friday (\$500/month; \$175 non-refundable registration fee)
- ☐ Kindergarten, 9:00am-2:00pm (\$795/month; Five by September 30, 2026; source lists \$7,552.50 annually but the annual/monthly/term figures require school confirmation; \$200 registration fee and \$150 supply-fee deposit, both non-refundable)

Add Before Care / After Care, Monday-Friday

Kindergarten only: Before Care 7:30am-9:00am and After Care 2:00pm-6:00pm; \$540/month. Kindergarten summer programming is a separate option, available 7:30am-6:00pm at the All Day Four Year Old rate of \$1,225/month.

☐

| Fees and Flexible Care Options

Registration fee (Infants through Fours)

\$175; final and non-refundable

Kindergarten registration fee

\$200; final and non-refundable

Kindergarten supply-fee deposit

\$150; non-refundable

Late pickup

\$10.00 per minute late

Lunch Bunch for Threes and Fours

12:00pm-2:00pm; \$13.00 per hour

Tuition payment schedule

September tuition is covered by the tuition deposit. Monthly ACH payments begin in October.

Proration policy

Tuition is not prorated for school closings or cancellations, family vacations, or sick days.

Proof of Previous Programs

Virginia requires parents or guardians to furnish information about previous enrollments, including the program or school name and location.

Has the child attended a previous program? *

☐ No previous program other than prior FPP enrollment

☐ Yes

School

Program and address

Date of attendance - from

Date of attendance - to

Child and Parent Information

Child's full birth name *

Last, first, middle

Child's preferred name

Child's birthdate *

Home address *

Home phone, if applicable

Parent or guardian

Parent or guardian 1

Full name *

Occupation

Business name

Work phone

Cell phone *

Email *

Parent or guardian 2

Full name *

Occupation

Business name

Work phone

Cell phone *

Email *

Emergency Contacts and Medical Information

Emergency contact

Emergency contact 1

Name *

Relationship to child *

Cell phone *

Home phone

Emergency contact 2

Name *

Relationship to child *

Cell phone *

Home phone

Emergency contact 3

Name *

Relationship to child *

Cell phone *

Home phone

Primary physician *

Primary physician phone *

Dentist *

Dentist phone *

Insurance company *

Policy number *

Allergies

Special concerns

Pick-Up Information

List the first and last name shown on each authorized person's ID. Individuals must be 18 years or older to pick up students.

People authorized to pick up the child

People authorized to pick up the child 1

Full legal name *

Cell phone *

Relationship *

People authorized to pick up the child 2

Full legal name *

Cell phone *

Relationship *

People authorized to pick up the child 3

Full legal name *

Cell phone *

Relationship *

People authorized to pick up the child 4

Full legal name *

Cell phone *

Relationship *

People authorized to pick up the child 5

Full legal name *

Cell phone *

Relationship *

People authorized to pick up the child 6

Full legal name *

Cell phone *

Relationship *

People authorized to pick up the child 7

Full legal name *

Cell phone *

Relationship *

People not allowed to pick up the child

People not allowed to pick up the child 1

Full name *

People not allowed to pick up the child 2

Full name *

People not allowed to pick up the child 3

Full name *

Contractual and Financial Obligations

Initial each item.

Contract for child's full name *

All registration fees, tuition deposits, and supply fees are final and non-refundable. *

Initials: _____

For, and in consideration of, the above designated student attending First Presbyterian Preschool during the 2026-2027 academic year, I/we hereby promise to pay First Presbyterian all tuition and fees. *

Initials: _____

The registration fee and one month tuition deposit is due upon submission of the Enrollment Agreement. This tuition deposit will be applied to the September 2026 tuition payment. The remaining payments are due via ACH Automatic Bank Withdrawal at the start of each month, beginning October 2026 and running consecutively through the contract period. *

Initials: _____

In executing this form, I/we agree to accept full responsibility for the payment of all tuition and required fees for the entire school year, unless notice of withdrawal is received by First Presbyterian Preschool by Friday, May 22, 2026, in writing. *

Initials: _____

In executing this form, I/we agree to notify First Presbyterian Preschool at least 30 days prior to any request for a contractual change. *

Initials: _____

In executing this form, I/we understand that if I/we terminate at any time this contract with First Presbyterian Preschool for reasons other than mandatory relocation outside of the area (>45 mile radius), I/we agree to accept full responsibility for all remaining tuition payments and fees. *

Initials: _____

In executing this form, I/we understand that I/we will not be released from my/our contract due to a discretionary move or relocation, for either professional or personal reasons. *

Initials: _____

The All Day program contract is from Monday, August 31st, 2026 - Friday, August 20th, 2027. August tuition will be prorated at 75% for the 2027/2028 academic year. *

Initials: _____

The Half Day preschool contract is from Monday, August 31st, 2026 - Friday, June 4th, 2027. June's tuition will be prorated at 25%. *

Initials: _____

I/We understand that tuition rates will not be prorated at any other time. This includes, but is not limited to, times when there are unexpected school closings and cancellations, holidays, student/family vacations, and/or student sick days. *

Initials: _____

Contract Continuation and Releases

Contract continued for child's full name *

In executing this form, I/we agree to review and submit all required forms in this enrollment packet and parent handbook, when issued and updated throughout the school year, to retain my child's spot for the upcoming 2026-2027 academic year. *

Initials: _____

In executing this form, I/we understand that First Presbyterian Preschool reserves the right to withhold transcripts, other services, or records for any reason they see fit. *

Initials: _____

In executing this form, I/we understand that First Presbyterian Preschool reserves the right to withdraw my child from a class should my child's and/or my/our behavior, in the sole discretion of First Presbyterian Preschool, be disruptive to the extent that a classroom cannot operate effectively with my child and/or me/us present or if the learning environment is significantly affected with my child and/or me/us present. *

Initials: _____

Directory release *

- ☐ Permit (I/We hereby give permission for my child's name, address, phone number, and email to be published in a school directory and/or shared directly with another FPP parent in the event that they request a play date.)
- ☐ Do not permit (I/We DO NOT give permission for my child's name, address, phone number, and email to be shared in any capacity.)

Video/photo release *

- ☐ Consent to promotional use (I/We hereby consent for the school/church to use my child's likeness in promotional and/or advertising materials in the form of print (promotional pamphlets/handbooks) and online (website/Facebook) mediums. I affirm that I have the legal right to issue consent.)
- ☐ No public promotional use (I/We DO NOT consent for the school/church to use my child's likeness in promotional and/or advertising materials for the public. However, I understand that my child's likeness may be used for in-house photo/video displays (slideshows before musical programs, weekly emails, and/or teacher communication apps - such as ClassDojo).)

Walking trip permission *

I/We hereby give permission for my child to go on walking trips around the First Presbyterian Church grounds within the approved walking path (this is a requirement for all students). Any trips beyond the approved walking path or any trips to a specific venue/location will require a separate permission slip created and distributed by the preschool office. Families must agree to the Walking Trip Permission to enroll their children at First Presbyterian Preschool.

☐

| Enrollment Packet Agreements

Contract Agreement: The signatures affirm that the undersigned have read, understand, and accept the contract in full and are jointly and severally responsible for payments and upholding the contract.

Enrollment Agreement: The signatures affirm that the information provided is accurate to the best of the signers' knowledge and that they have the legal right to release it.

Contract - Parent/Guardian 1 printed name *

Contract - Parent/Guardian 1 signature *

Contract - Parent/Guardian 1 date *

Contract - Parent/Guardian 2 printed name

Contract - Parent/Guardian 2 signature

Contract - Parent/Guardian 2 date

Enrollment - Parent/Guardian 1 printed name *

Enrollment - Parent/Guardian 1 signature *

Enrollment - Parent/Guardian 1 date *

Enrollment - Parent/Guardian 2 printed name

Enrollment - Parent/Guardian 2 signature

Enrollment - Parent/Guardian 2 date

| For Office Use Only

Child's full name

Program

Date/time received

Tuition deposit

Tuition deposit check number

Registration fee

Registration fee check number

Kindergarten supply fee

Kindergarten supply fee check number

ACH form received

☐

Birth certificate received

☐

School Entrance Health Form received

☐

Immunization record received

☐

Updated in computer

☐

ACH Automatic Bank Withdrawal Form 2026-2027

The account holder authorizes First Presbyterian Church Preschool to initiate debit or adjusting entries from the specified account. Authorization remains effective on the specified dates until 30 days' written notice of change or cancellation is provided.

Authorization action *

- ☐ New payment from account specified below
- ☐ Discontinue electronic funds transfer from account specified below
- ☐ Change indicated below

Name on the account *

Account holder's phone *

Home address *

Bank name *

Bank city and state *

Account type *

- ☐ Checking - attach voided check
- ☐ Savings - attach deposit slip

Bank routing number *

First 9 digits printed at the bottom left of the check

Bank account number *

Next set of digits on the check, excluding the check number

Authorization effective date *

Monthly tuition withdrawal amount *

Minimum \$100; monthly on the 10th, October 2026 through June/August 2027 as applicable

Authorized account signature *

Date *
