



12 South Main Street  
West Hartford, CT 06107

860-232-2106 or 860-236-0101  
info@fcnswh.org

for YOUNG CHILDREN  
Nurturing the growth of the whole child.

**APPLICATION FOR THE 2017/2018 SCHOOL YEAR**

NEW FAMILY

RETURNING FAMILY

First Church Academy is fully licensed by the State of Connecticut and NAEYC accredited. The 2017/2018 school year (SY) marks our 76<sup>th</sup> year of service to the community. We offer many options for early childhood education and child care. Please circle the program and days of the week for which you are applying. Minimum enrollment is two days per week. Application and registration fee must be returned to reserve spot, which is first-come, first-served. Financial Aid Program applications are available from the school office.

Child's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Gender (Circle) Male Female

Address: \_\_\_\_\_

**Parent/Guardian (1<sup>st</sup> contact)**

**Parent/Guardian (2<sup>nd</sup> contact)**

Name:

Relationship:

Occupation:

Employer Name:

Employer's Address:

Home Phone:

Cell Phone:

Work Phone:

Email Address:


PLEASE CIRCLE PROGRAM/AGE GROUP and DAYS OF WEEK requested below:

2 Days: Tuesday & Thursday

3 Days: Monday, Wednesday, Friday

5 Days: Monday-Friday

PROGRAMS	MORNING PROGRAM			EXTENDED CARE PROGRAM SHORT DAY			EXTENDED CARE PROGRAM FULL DAY		
ALL PROGRAMS START ON 8/30/17 AND END ON 6/15/18									
Dates/Hours	8:30 a.m. – 12:30 p.m.			7:30 a.m. – 3:30 p.m.			7:30 a.m. – 5:30 p.m.		
Infant or Toddlers or Twos	N/A			T&TH	MWF	M-F	T&TH	MWF	M-F
Pre K Threes (3 by 12/31/17)	T&TH	MWF	M-F	T&TH	MWF	M-F	T&TH	MWF	M-F
Pre K Fours (4 by 12/31/17)	T&TH	MWF	M-F	T&TH	MWF	M-F	T&TH	MWF	M-F

PRE-K 5 PROGRAM									
Pre K Fives (5 by 12/31/17)	Pre-K 5's Day Schedule 8:30 a.m. – 3:30 p.m.			Pre-K 5's with Short Day Schedule 7:30 a.m. – 3:30 p.m.			Pre-K 5's with Full Day Schedule 7:30 a.m. – 5:30 p.m.		
	T&TH	MWF	M-F	T&TH	MWF	M-F	T&TH	MWF	M-F

**SUMMER PROGRAM**

We offer the same scheduling in the summer as our school year program. Just sign up for the number of sessions you need—registration for summer is in the spring. Please check YES or NO to indicate your interest in **any** of our Summer Program

Yes  No

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sessions which run in 2-week increments from 6/19/17 to 8/25/17.

DATES TO REMEMBER		
Dates	Who	What
November 1, 2016	All returning families & church members registration (priority placement)	Application and \$75 Registration Fee (non-refundable) due. Leave application and check in Fireside Room on the 2 <sup>nd</sup> floor. Be sure to put the <i>date</i> and <i>time</i> on application.
November 7, 2016	Former Families/Church Members	Application and \$75 Registration Fee (non-refundable)
November 15, 2016	New Families registration	Application and \$100 Registration Fee (non-refundable)
Spring 2017	FCAYC Office	Welcome packets mailed to families
Spring 2017	New Families (Families who have made a security deposit do not make another deposit)	Your <u>security</u> deposit of one month's tuition is due to secure your child's spot (non-refundable). This will be applied to your last payment for the school year of your last year in the school.  Security deposit will be forfeited if your child is withdrawn before the school year begins. Slot will be forfeited if not paid by due date.
June 1, 2017	All families	All Child and Family Intake Forms due to FCAYC Office*
August 1, 2017	All families	Contact FCAYC with any changes to family information*
August 30, 2017	All families	Monthly tuition payments start

\*Please mark your calendars!

**Comments:**

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**Does your child have special needs, receive Birth to Three services or have an IFSP or IEP? If so, please attach a copy if available and describe needs here:**

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**OFFICE USE ONLY**

Program:	
# Of Days:	
Classroom:	
Start Date:	
Approved by Education Director:	
Date Approved:	

Registration Fee Paid Date:		Check #	
Annual Tuition:			
Monthly Tuition:			
1 <sup>st</sup> Payment Due:			