

SWANSEA FIRST BAPTIST CHURCH-PRESCHOOL
STUDENT INFORMATION & REGISTRATION FORM
2025-2026

Student Status: ☐ New ☐ Returning

Forms Checklist:

(we are able to make copies of originals)

☐ Immunization Records *(current)*

☐ Birth Certificate

☐ Parent/Guardian ID

Registration Fee-\$100
(non-refundable)

Office Use Only

Check: _____ Cash: _____ Online: _____

Date Received: _____ By: _____
initials

STUDENT INFORMATION

Student's Full Name: _____ Date of Birth: _____ Age: _____
mm/dd/yyyy *(as of 9/1)*

Gender: ☐ Male ☐ Female

Address: _____ City/State: _____ Zip: _____

Is the student **potty trained**? ☐ Yes ☐ No

***Note:** Students must be potty trained prior to entering the 3 or 4-year-old classes.*

Allergies and other pertinent medical information: ☐ N/A

SWANSEA FIRST BAPTIST CHURCH AFFILIATION

☐ Church Member ☐ Visitor ☐ Community Member ☐ Other: _____

PARENT/GUARDIAN INFORMATION

MOTHER

Name: _____ Phone: _____ Resides with Student: ☐ Yes ☐ No

E-Mail: _____

Employer: _____ Work Phone: _____

FATHER

Name: _____ Phone: _____ Resides with Student: ☐ Yes ☐ No

E-Mail: _____

Employer: _____ Work Phone: _____

LEGAL GUARDIAN

Name: _____ Phone: _____ Resides with Student: ☐ Yes ☐ No

E-Mail: _____

Employer: _____ Work Phone: _____

***Note:** Copies of Guardianship paperwork are required.*

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EMERGENCY CONTACTS

Who we can call in case of an emergency other than the Student's Parent/Guardian

Name	Relationship to Student	Phone #

PICK-UP & DROP-OFF INFORMATION

Drop-Off: 7:30am—7:45am Pick-Up: 11:30am

We understand it may be necessary for someone other than a parent/guardian to pick up the student from school. For security purposes, we will not release the student to anyone who is not listed on this form.

For any additional persons not listed, we will require a written notice from a parent/guardian prior to pick-up.

AUTHORIZED PERSONS TO PICK-UP &/OR DROP-OFF STUDENT (other than parent/guardian)

Name		Relationship	
Address		Phone	

Name		Relationship	
Address		Phone	

Name		Relationship	
Address		Phone	

Name		Relationship	
Address		Phone	

UNAUTHORIZED PERSONS LIST

Name		Relationship	
Name		Relationship	
Name		Relationship	

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ENROLLMENT, FEES & TUITION

Enrollment: Enrollment in SFBC Preschool is offered on a “first-come-first-served” basis.

CURRENT-RETURNING STUDENTS (*students that were enrolled the prior school year*)

will have the first opportunity to enroll for the upcoming school year. Once Early-Enrollment has begun, student’s spots may be reserved upon the *completion & submission* of this form. Your student’s spot will be held for **10 days** beginning on the date of this form’s *submission*. Failure to remit the Registration Fee after 10 days forfeits your student’s spot in school and will require another reservation request. Upon which, the Registration Fee will be due immediately.

NEW STUDENTS

Once Open Enrollment has begun, the Registration Fee along *with the completion and submission* of this form will hold your student’s spot in school for the upcoming school year.

ALL STUDENTS

If all available spots are reserved for the upcoming school year, your student may be placed on a waiting list with the *completion and submission* of this form.

Regardless of early, or new enrollments, any reserved spot in school is not guaranteed until we are in receipt of the following:

- Registration Form & Registration Fee
- Copy of Birth Certificate
- Immunization Records (*current copy each year*)
- Copy of Parent/Guardian(s) Photo ID (*current copies*)
- Guardianship paperwork (*if applicable*)

Registration Fee: \$100 per year/per student (*non-refundable*)

Monthly Tuition: \$265 per month/per student (September—May)

Tuition for the *upcoming month* shall be paid on or before the 1st of each month via our online payment system.

The first tuition payment is due on or before Open House in August.

PAYING ONLINE

swanseafbc.com/preschool >Enter amount to pay >Choose applicable option: Preschool Registration or Preschool Tuition Payment >*Memo: [Student’s Name] >Continue >Enter either card or Bank Account Information & Submit.

***Note:** Online payments can be scheduled within the platform to recur. We recommend this option as it ensures the payment of tuition each month.*

**PLEASE ensure that the Student’s name is listed in the Memo line—this ensures that your payment is applied appropriately!*

Classroom Needs: Teachers have a specific list of materials needed for their classrooms at the beginning of each school year. This list will be in your Welcome Packet that you will receive at Open House prior to the first day of school.

Open House will be in the first week of August. The specific date & time will be announced in June.

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Hours of Operation & Closure Information:

Class is from 8am-11:30am Monday—Friday

*(we follow **Lexington School District 4** calendar for holidays and other days that school is not in session)*

Drop-Off: 7:30am—7:45am

Pick-Up: 11:30am

Class begins & doors are LOCKED at 7:45am. Please call the director for entry after 7:45am.

By signing below, I attest that I have completed this form to the best of my knowledge. I have read and understood all of the information stated within this form as it pertains to the care and instruction of my child at Swansea First Baptist Church Preschool. I understand that all fees & tuition amounts listed above are due within the time limits stated.

PARENT/GUARDIAN(S) SIGNATURE:

Mother: _____ Date _____

Father: _____ Date _____

Legal Guardian: _____ Date _____