



Fall Registration Packet

First Day School Sept 7, 2021/Last Day School May 27, 2022

Welcome! You've made a great choice for your child! We're honored to become a part of your child's early learning experiences—and we're excited to get to know you, your family members, and the other important people in your child's life. The Staff at Seaside School and at Virginia Beach United Methodist Church strive to glorify Jesus before our students and their families as a witness to our community. This Enrollment Contract and registration packet ensures that we all have the best start possible. Seaside Hours of Operation are from 8:00 am- 6:00 pm.

Date: _____ This Enrollment Contract is between VBUMC-Seaside School and the parent(s) or legal guardian(s) of _____ . All persons signing this Contract are jointly liable for the tuition and fees set forth herein. Parent's signature and/or initials on this Contract is evidence Parent(s) understanding and agreement to the terms of this Contract.

Planned closures for 2021-2022: 9/6 Labor Day, 11/3 Staff Professional Development Day, 11/11 Veteran's Day, 11/25-11/27 Thanksgiving Break, 12/23-12/31 Winter Break, 1/3 New Year's Day, 1/17 Martin Luther King Jr. Day, 2/15 Staff Professional Development Day, Spring Break TBD

REGISTRATION FEE PER CHILD \$270.00

- Seaside School registration for Fall 2021-2022 fees are due at the time of registration with the paperwork and are required, (**NON-REFUNDABLE**), to reserve your child's spot. Registration fee will include a Seaside School t-shirt. Summer Registration fees are collected separately in April.
- A small fee may be requested for extra activities or planned events. Notification with amount will be sent through our communication system for parents.

CURRICULUM FEE'S

A **onetime** (yearly) Curriculum fee will be upon enrollment and collected each **August 1st**. Curriculum fee covers the cost of new curriculums, and materials to implement the curriculum throughout the year. Curriculum Fees are as follows:

INFANT/TODDLERS (Up to 15 months) 25.00 for the year
TODDLERS (16M-23M) 30.00 for the year
EARLY PRESCHOOL- 2 YEAR OLDS (16M-35M) 40.00 for the year
PRESCHOOL- 3 YEAR OLDS 45.00 for the year
PRE-KINDERGARTEN- 4 YEAR OLDS 50.00 for the year

SEASIDE CURRICULM STANDARDS OF LEARNING AREAS FOR CLASSROOMS

Lesson Plans for Seaside covers the following learning domains for your child. Social Emotional, Bible Lessons and Chapel, Language and Communication (sign language in infant/toddler classrooms), Vocabulary, Music and Movement, Physical Development, Cognitive, Math, Science (STEM), Phonics, Arts, Fine and Gross Motor, Character Development, Writing and Written Expression, Phonological and Phonemic Awareness, Education of Personal Information such as phone number and address. Milestones matter and how your child plays, learns, speaks acts and move. Each class has a developmental checklist and milestones are looked at all throughout the year.

PAPERWORK REQUIEMENTS

- The Enrollment Packet includes: Enrollment Contract; Authorization for Emergency Treatment; Birth Record Verification; Emergency Contact Information Sheet, Pandemic Policy; and, "Getting to Know Me" handout.
- Current Shot Record
- Virginia School Entrance Physical form (only if there is an allergy or special needs)
- *Any legal custody paperwork (if applicable) shall be submitted if a parent is not authorized to pick up a child. The Director must review all paperwork with the parents for compliance and understanding.

Tuition Schedule 2021/2022

Please place an X in the circle next to the session you want for your child below



TUITION SCHEDULE 2021/2022 (effective 9/1/2021) Payments are due 1st of each month

8:00-3:00 Part-time Extended Care

- Infant/Toddler (6wks-15m): \$740.00
- Toddler, 2's, 3's (16m-36m): \$640.00
- Pre-Kindergarten (4's): \$665.00
- Registration Fee: 270.00

8:00-6:00 Full-time Extended Care

- Infant/Toddler (6wks-15m): \$985.00
- Toddler, 2's, 3's (16m-36m): \$865.00
- Pre-Kindergarten (4's): \$890.00
- Registration Fee: 270.00

balance is paid in full. Parent understands that after 3 temporary suspensions for late tuition payments, your child will be permanently terminated from Seaside School.

- Seaside School will not refund or rebate any monthly tuition costs for days that school is closed for the following reasons: Federal Holidays, church holidays, winter break, staff professional development days, child sick days, family vacations, inclement weather, Covid outbreak or positive Covid cases in child's class, and any other communicable disease outbreak that warrants closure. Parent understands that Seaside School is a religious exempt children's ministry of United Methodist Church of Virginia Beach, and relies on parent tuition for the sustainability of school operation.
- Parent may terminate this Contract by submitting a 30 day WRITTEN Termination Notice to the Administration office. Balances must be at zero in order for any records to be released to parent or to other schools. Seaside School will honor military orders and waive written notice and final fees. Seaside School will need a copy of the military orders as proof for the child's permanent file.
- If tuition payment is returned to VBUMC due to insufficient funds, you will be charged a **\$35.00 return payment fee**. Parents will have 5 business days to make a tuition payment using another form of payment.
- Termination of Student's Attendance: The School has the right to suspend or terminate the attendance of any student for reasons set forth in the Parent and Student Handbook (or other published document), for reasons that the School Administration considers detrimental to the School community, student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance (including any amounts charged on Student's account with the School)

Infant's

- Parents are required to bring breast milk or formula in pre-made bottles that are labeled with child's first and last name, date, and contents in the bottle. BM for Breastmilk or FM for formula.
- An infant preference form needs to be filled out upon enrollment and updated every 6 months.
- Parents will supply diapers and wipes. Please initial each diaper with child's initial.
- Pacifiers need to be brought in a small plastic container labeled with child's first and last name for safe keeping.

Note: Section 22.1-4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in public school or day care must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

*Both parent names that are listed on the child's birth certificate must be listed on the child's Emergency Contact Information form. This is to include all contact information including phone numbers, address, and email. The **only exception** is if one of the parent's names is NOT listed on the child's Birth Certificate or there is a current court order in place. Failure to provide emergency contact of parental information will delay the enrollment process or could cause enrollment to be rejected.

Toys and Treasures

○ Toys may not be brought to school unless it is a scheduled show and tell day. Children have a hard time sharing the toys they bring from home, and this can be very distracting from the curriculum and schedule.

Naptime for Extended Care Children

○ Seaside School will provide your child a cot for naptime. Parents will provide a sheet and small blanket for nap. Stuffed animals or pillows of any kind are not permitted for nap. Sheets and blankets will go home on Fridays to be washed and returned on Monday morning.

TUITION

○ Tuition Payments are due by the **1st** of each month and accepted online only. You must add a 35.00 late payment charge to your payment if paying after the **5th** of the month. If we have not received communication regarding tuition and payment issues and arranged a payment plan, then temporary suspension will occur if payment is not made by the **15th** of the month, and students will not be able to resume childcare services until

- Premade food from home must be put in plastic sealed container and labeled with child's first and last name and the contents of what has been made.
- Sleep sacks, a thin blanket, and bibs need to be brought to use at school and taken home each day to keep up cleanness and sanitary procedures in our infant room.
- Car seats are not allowed to be left at the school. We do not have the space to store them and it is a sanitary issue for all families.
- Babies will be placed on their backs in an assigned crib for sleeping. Every crib will have a name tag with a picture and date of birth. Once a baby is able to roll over we will then replace the name tag with "child can roll over" This ensures we stay in compliance with State regulations. We will not keep a sleeping infant in a booster or any kind of swing, car seat, bouncy seat. If babies fall asleep on the floor or in a bouncy seat they will be transferred to their crib. Teachers will hold babies to feed them until they are able to hold a bottle. We do not prop baby bottles for feeding.

Seaside School Medical Acknowledgements

- **Illness:** If your child is ill with a fever 101 degrees or has 3 diarrheas or vomiting, your child will be sent home. They may NOT return to school until they are fever free or symptom free of diarrhea or vomiting for 24 hours without the aid of medication. If your child is sent home with the concern of a communicable disease, such as fluid drainage out of the eyes or unrecognized rash, they must have a doctor note to be able to resume coming to school. If a positive result is determined such as, strep throat, pink eye, hand foot mouth, etc. (Communicable disease), you must notify the school immediately so we may notify parents. If staff notifies parent that a child is ill, I will pick up my child as soon as possible and no later than one (1) hour after being contacted.
- **Medication:** I will provide written permission for center staff to administer medication with written instructions from me or the child's health care provider, as permitted by local child care licensing regulations. I will complete and sign authorization forms. I will provide the medication in its original container (with the pharmacist's label for prescriptions).
- **Immunizations:** I will provide the center with updated immunization information or an exemption for my child
- **Emergencies:** In case of an emergency, I understand that center staff will attempt to contact me immediately. I also authorize center staff to: Consult the physician or dentist named above. Administer first aid and/or cardiopulmonary resuscitation. Transport my child via ambulance or other emergency medical service to a local hospital or other urgent care facility. Obtain any emergency medical, surgical or dental treatment deemed necessary by medical authorities. Transport my child to a local emergency shelter in the event of an emergency evacuation of the center.

Fieldtrip Policy (Pre-K students only)

- If you choose to allow your child to participate in our school fieldtrips your child will ride the VBUMC bus. If you choose to not allow your child to ride the bus to the fieldtrip destination, Seaside School will not be responsible for your child. You can choose to drive them to the fieldtrip destination. They will not be left out of any activities at the fieldtrip site. If you choose to drive your child you must stay with them at the fieldtrip site.
- Fieldtrip fees are not included in tuition.

Consent for Photographs (please check below if you do not authorize)

- **(NOT)** give full consent to VBUMC Seaside School to publish and copyright all photographs in which my child appears while enrolled as a student in any and all programs of VBUMC Seaside School. I further agree that VBUMC Seaside School may transfer or use their photos in school brochures, newsletters, web-pages, advertising, posters, displays, slide shows, videotapes, and like publications, literature or materials without limitations or reservations.

Snow/Inclement Weather Policy

- In the case of snow or inclement weather, Seaside School will monitor conditions and update parents via Seaside communication system.

Parking

- Parents understand that they must find a safe and legal parking space before escorting child for drop off and pick up. Speed limits need to be followed while in church parking lot. Curb pick-ups are not permitted at any time.

Timeliness

- Parent understand that school begins promptly at 8:00am, and pick-up times vary, depending on which session child is attending. Morning session ends at 1:00pm. Late fees could result up to \$25.00 for parents who are consistently late after 1:00pm for part-time students and 6pm for full-time students. Parents will be notified through the communication system if fees are added to your account.

Lunch/Snack

- Parents understand that they must provide child a healthy lunch. Afternoon snacks for extended care must be included in lunch box.

Acknowledgement of Medication, Fieldtrip, Photograph, Weather, Parking, Timeliness, Lunch/Snack

Parent Signature: _____ Date: _____ Director Signature: _____

Authorization for Emergency Treatment of Minor Child

This Document authorizes emergency medical treatment of minor child (under age 18) in the absence of parent(s) or legal guardian(s). The original completed and notarized copy of this form shall be presented by (or on behalf of) the minor. Use one form for each child.

AGREEMENT

1. The child day center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.
2. The parent(s)/guardian(s) authorize the child day center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately.
3. The parent(s)/guardians agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Name of Child _____ D/O/B: _____

Parent(s) or Legal Guardian(s) Name: _____

Father Name _____ Address _____ cell _____

Mother Name _____ Address _____ cell _____

Preferred

Hospital Facility: _____

Minor Medical Information

Special Conditions (Allergies, Etc.) _____

Name of Physician: _____ Address: _____ Phone: _____

I have read, understand and accept all of the terms in this Agreement. I will promptly update any information provided for in this Agreement if any information changes. School management does not have the authority to change the terms of this Agreement (other than inserting information where required) either verbally or in writing. We reserve the right to alter policies and/or program at any time.

Parent Signature: _____ Date: _____

SEASIDE SCHOOL CHILD INFORMATION AND EMERGENCY CARD

Student Information

Last Name	First Name	Nickname
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	Who does the student reside with? <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Both <input type="checkbox"/> Other	Birth Date
Child Address where they reside	City, State, Zip	Phone

Parent/ Guardian 1

Last Name	First Name	Relationship
Address		
City	State	Zip Code
Place employed	Work Address	Work Phone
Home Phone	Cell Phone	Email

Parent/ Guardian 2

Last Name	First Name	Relationship
Address		
City	State	Zip Code
Place employed	Work Address	Work Phone
Home Phone	Cell Phone	Email

Must list 2 Emergency Contacts. One must be local and the other can be out of State. We need all information to be complete including address. These are people who must be available to assist or pick up in Emergency situations, when a parent or guardian can't be reached. If contact information changes, please let Seaside School know immediately for the safety of the child.

Emergency Contact 1 (other than parent or guardian)

Last Name	First Name	Relationship
Home Phone	Cell Phone	Work Phone
Home Address	City	State
		Zip

Emergency Contact 2 (other than parent or guardian)

Last Name	First Name	Relationship
Home Phone	Cell Phone	Work Phone
Home Address	City	State
		Zip

EMERGENCY CONTACT SIGNATURE PAGE

Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up a child.

NOTE: Section 22.1-4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the non-custodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

Are there any special needs, medical conditions, birth marks, and /or allergies that we should be aware of?

What are the symptoms and actions to be taken if any?

Parent Signature: _____ Date: _____

OFFICE USE ONLY Birth Certificate IDENTITY VERIFICATION NEW FAMILIES ONLY

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child. Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means

Students Full Name _____ Place of Birth _____ DOB: _____

Birth Certificate Number _____ DateViewed _____ PersonViewing _____

Classroom Assignment: _____

Registration Paid _____ Director initials: _____ Monthly Tuition: _____

2021-2022 SEASIDE SCHOOL SUPPLY LIST

1 YEAR OLD CLASSES: PLEASE LABEL ALL YOUR CHILD'S PERSONAL ITEMS

- **BACKPACK**
- **1 SPILL PROOF CUP LABELED (DAILY)**
- **LUNCH BOX LABELED**
- **2 FULL SET OF SEASONAL CLOTHES LABELED (Place in a gallon sized Ziploc Bag)**
- **DIAPERS**
- **DIAPER WIPES IN REFILLABLE CONTAINER**
- **2 PKGS GLUE STICKS**
- **2 BOXS JUMBO CRAYONS**
- **2 8 COUNT WATERCOLORS**
- **2 PKGS WASHABLE MARKERS**
- **2 LARGE CHILDRENS PAINT BRUSHES**
- **6 SMALL CONTAINERS OF PLAYDOUGH**
- **1 SMOCK OR APRON FOR ART**
- **1 BOX OF GALLON SIZE ZIPLOC BAGS**
- **1 PLASTIC 6 QUART CONTAINER WITH LID (shoebox size)**
- **4 ROLLS OF PAPERTOWELS**
- **2 BOTTLES OF HAND SOAP**
- **2 BOXES TISSUES**
- **1 LARGE BOX CHEERIOS**
- **1- 1 1/2in 3 RING BINDER**

2-YEAR-OLD CLASSES: PLEASE LABEL ALL YOUR CHILD'S PERSONAL ITEMS

- **BACKPACK**
- **1 SPILL PROOF CUP LABELED (DAILY)**
- **LUNCH BOX LABELED**
- **2 FULL SET OF SEASONAL CLOTHES LABELED W/ UNDERGARMENTS (Place in a gallon Ziploc bag)**
- **DIAPERS/ PULLUPS**
- **2 BOTTLES OF ELMERS GLUE**
- **2 PKGS GLUE STICKS**
- **2 BOXES OF JUMBO CRAYONS**
- **2 PAIR OF SAFETY SISSORS**
- **2 8 COUNT WATERCOLOR SETS**
- **2 PACKS OF WASHABLE MARKERS**
- **6 SMALL CONTAINERS OF PLAYDOUGH**
- **2 LARGE PAINT BRUSHES FOR ART**
- **2 BOTTLES OF HANDSOAP**
- **4 ROLLS OF PAPER TOWELS**
- **2 BOXES OF KLEENEX**
- **2 BOXES OF BABY WIPES**
- **2 BOXES OF GALLON SIZE ZIPLOC BAGS**
- **1 PLASTIC 6 QUART STORAGE BOX**
- **1- 1 1/2in 3 RING BINDER**

THREE-YEAR-OLD CLASSES: PLEASE LABEL ALL YOUR CHILD'S PERSONAL ITEMS

Large FULLSIZE backpack: The back pack must be large enough to hold both a lunch box and 9x12 f1 SPILL PROOF WATER CUP LABELED (DAILY)

- **LUNCH BOX LABELED**
- **2 FULL SET OF SEASONAL CLOTHES LABELED W/ UNDERGARMENTS (Place in a gallon Ziploc bag)**
- **3 THIN EXPO BLACK DRY ERASE MARKERS**
- **2 PACKS OF PENCILS**
- **PACKAGE OF PENCIL ERASERS**
- **2 BOXES OF CRAYONS 24 COUNT**
- **2 BOXS OF WASHABLE MARKERS**
- **2 BOTTLES OF ELMERS**
- **2 PACKAGES GLUE STICKS**
- **2 PAIRS OF BLUNT SAFETY SISSORS**
- **2 8 COUNT WATERCOLORS CLASSIC COLORS**
- **2 SETS OF COLORING PENCILS**
- **1- 1 1/2in 3 RING BINDER**
- **1 SET OF HEADPHONES LABELED (NO BLUE TOOTH HEADPHONES)**
- **6 SMALL CONTAINERS OF PLAYDOUGH**
- **1 PLASTIC 6 QUART STORAGE BOX**
- **2 BOTTLES OF HANDSOAP**
- **4 ROLLS OF PAPER TOWELS**
- **2 BOXES OF KLEENEX**
- **1 BOXES OF BABY WIPES**
- **2 BOXS OF GALLON SIZE ZIPLOC**

Infant supply List:

- | | |
|-----------------------------------|--|
| Diaper Bag | |
| Premade bottles (each day) | 1- 1 ½ in 3 ring binder |
| Bibs | small plastic container for pacifiers |
| Sleep sacks | 2 Bottles of hand soap |
| Thin blankets | pack of washcloths |
| (2) 6qt storage box with lid bags | 3 sets of extra clothes in zip lock bags |
| 2 Boxes of Gallon size Ziploc | Box of shoe covers (amazon carries) |
| Box of Baby Wipes (and as needed) | |
| Diapers (and as needed) | |
| 4 Rolls of paper towels | |
| 2 Boxes Kleenex | |

Seaside School Pandemic Policies

In order to remain safe with the current Covid-19 pandemic, Seaside School has established policies and procedures in accordance with the Virginia Department of Social Services Phase III guidelines. Guidelines and requirements are often changing and Pandemic Policy addendums will need to be established throughout the school year.

Current Policies include:

- Parents will drop off and pick up child at the front doors
- Seaside staff will take child's temperature and escort child into front hall with their teacher
- Parents are required to wear a mask at all times during drop off and pick up
- Parents must park in a parking spot and not park in front of the doors
- Parents may not enter building at any time for any reason
- Parents will notify school immediately for any member of household family who is being tested for Covid. Child and/or siblings must remain at home until test results are found.
- Parents will notify school immediately for a positive case of Covid immediately, and student(s) must remain in quarantine for 10 days.
- Fever reducers will not be given to my child on days of attendance, regardless of reason for fever.
- If my child shows signs of illness during care, I or another authorized person will retrieve my child within 1 hour.
- Parents will wait their turn to drop off or pick up children and practice social distancing while enrolled.
- I understand that Seaside School will do their best at keeping child to one classroom, however it may not always be possible due to staffing or other issues that may arise.
- Substitute teachers may assist in classrooms but are not always available; therefore, occasionally teachers may need to be moved to other classrooms.

Please read through carefully and sign below:

Regardless of any steps taken by Seaside School to reduce the risks associated with the COVID-19 pandemic, I am fully aware that there are a number of risks associated with my child's care; including being exposed to and contracting COVID-19 from other individuals, surfaces and/or airborne particles. I understand that my child's contracting of COVID-19 could result in serious medical symptoms requiring treatment in a hospital or even death. On behalf of myself and my child, I knowingly and freely, assume all such risks, both known and unknown, relating to my child's care at Seaside School arising from or relating to COVID-19, including all illnesses, injuries, damages, death, and I hereby forever release, waive, relinquish, and discharge Seaside School from any and all claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind of nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, arising from or relating to COVID-19 as a result of my child's care at Seaside School, and including but not limited to claims based on the alleged negligence of any Facility Representative or any other person. I further promise not to sue Seaside School or any Facility Representative for any illness, injury, death or other damages arising out of or related to COVID-19 and agree to indemnify and hold them harmless from any and all damages resulting there from as a result of my child's care at Seaside School.

If any provision of this Waiver and Release of Liability is declared invalid, the remaining provisions remain enforceable. I may seek advice from legal council before signing this Waiver and Release of Liability. By signing this Waiver and Release of Liability, I acknowledge that either I have sought the advice of legal council or wish to waive the opportunity to seek the advice of counsel before signing.

Printed Parent Name: _____ Child Name _____

Parent Signature: _____ Date: _____

Seaside School “Getting to know Me” Handout

At, Seaside School, every choice we make-whether it’s about curriculum, daily activities, room layout or even the words we use- all are informed by our belief that children learn through play. As teachers and administrators, we work hard to make Seaside School a place that provides opportunities for meaningful play, based on each child’s individual needs, interests and abilities. This is accomplished through classroom centers, and child-led, teacher-facilitated curriculum. Smaller class size, and a low teacher-student ratio allows our teachers to truly get to know every student, and to support them where they need it most. Seaside also adheres to positive discipline which means that teachers look for ways to reinforce and model kind behaviors, and discourage negative behavior while modeling respectful communication.

1. Please describe your child’s personality.

➤ _____

➤ _____

2. How much interaction has your child had with children their own age? Or other ages.

➤ _____

➤ _____

3. What does your child enjoy? What makes him/her happy?

➤ _____

➤ _____

4. How does your child display feelings? Happy or Angry...etc.

➤ _____

➤ _____

5. Does child us any special words for communicating? (toilet, eating, etc.)

➤ _____

➤ _____

6. Other

➤ _____

➤ _____