



# REGISTRATION PACKET

**RETURN COMPLETED REGISTRATION PACKET IN PERSON TO MS. JUDI OR MS. KRISTI BY FRIDAY, FEBRUARY 9<sup>TH</sup>.**

\$225.00 ANNUAL REGISTRATION FEE AUTO DRAFTS ON FEBRUARY 15<sup>TH</sup>

\$75.00 ANNUAL CURRICULUM, MATERIAL, AND SUPPLY FEE AUTO DRAFTS ON AUGUST 1<sup>ST</sup>

**PLEASE CHECK ONE**

6 weeks-16m  
8am-3pm

6 weeks-16m  
8am-6pm

16m to 3 years  
8am-3pm

16m to 3 years  
8am-6pm

Pre-Kindergarten  
8am-3pm

Pre-Kindergarten  
8am-6pm

**TUITION FEE SCHEDULE SEPTEMBER 2024 THROUGH AUGUST 2025**

**8:00–3:00 PM (part-time)**

Infant/Toddler (6weeks-16m): \$ 809.00

16m to 3 years old: \$ 700.00

Pre-Kindergarten (4's): \$ 727.00

**8:00- 6:00 PM (full-time)**

Infant/Toddler (6weeks-16m): \$ 1035.00

16m to 3 years old: \$ 910.00

Pre-Kindergarten (4's): \$ 935.00

**IMPORTANT NOTE:**

You must choose the full-time option if you cannot pick up by 3:00 PM.

The 3:00 PM pick-up time will be strictly enforced. A \$25.00 fee for late pick-up after 3 PM will be charged per child.

**Rates are based on the child's age at the time of registration and will remain the same until August 2025**

Carefully choose which session meets your family's needs for the entire school year. For budgetary and staffing reasons, we do not allow session changes to part-time once you have chosen a full-time option.

**SNEAK PEAK**

**SEASIDE'S 11-WEEK SUMMER PROGRAM REGISTRATION BEGINS MARCH 1<sup>ST</sup>**

**SUMMER REGISTRATION FEES ARE SEPARATE FROM THE REGULAR SCHOOL YEAR**

**SEASIDE PHILOSOPHY**

Seaside offers a nurturing, educational program for infants to pre-K-aged children. We believe each child is a unique and special individual with the right to safe, stimulating, and educational care regardless of race, gender, religion, economic background, national origin, culture, or ancestry.

Our commitment to families is to provide a safe, healthy, Christ-loving environment that promotes high-quality childcare. We understand how hard it is to leave your child in the care of another, but please rest assured that your child will be cherished and kept safe while you are away.

In your child's daily environment, we will promote physical, social, emotional, spiritual, and cognitive development and respond to your family's needs. Behavior guidance of children will be constructive and age-appropriate, and redirection will resolve conflicts. We partner with parents, working together to help our children grow happy, healthy, and strong and build a relationship of mutual trust and respect.

**Hours of Operation**

**8:00am-6:00pm**

**212 19<sup>th</sup> Street**

**Virginia Beach, VA 23451**

**757-428-7727 ext. 205 or 206**

**School Director: Judi Gray [jgray@vbumc.org](mailto:jgray@vbumc.org) School Assistant Director: Kristi Wilmoth [kwilmoth@vbumc.org](mailto:kwilmoth@vbumc.org)**



CHILD INFORMATION FORM

Name: Last First Middle Name/Initial Nickname

Birthdate: MMDDYY Gender: Male/Female Parents marital status: Married/ Single/ other

Child Lives with: Mother/Father/both /other Primary Address: Street City State Zip

Primary phone number: List previous Child Care, if any:

Sibling: Age: Relationship:

Sibling: Age: Relationship:

Other family members living in home: Relationship:

Other family members living in home: Relationship:

Nap Habits: Hours of sleep a night: Special item:

Describe child's appetite: (ex: always hungry, picky, likes to snack, eats at mealtimes, has to be coaxed to eat)

Is your child generally cooperative shy happy aggressive sensitive submissive angry

Please list any other behavior or helpful characteristics you would like us to know about:

PHOTO CONSENT Seaside takes pictures and videos to share on social media.

Please sign here if you DO NOT want your child's picture to be shared:

This section is to be filled out for children who are three years old or who will be three years old by September 30, 2024. Children must be fully potty trained, in underwear throughout the day, by age 3.

Is your child toilet trained, wearing underwear daily, and at naptime with minimal accidents?

Does the child use particular words for toileting? Does child need assistance

Any special bathroom routines or other things we should be aware of

Office use only

BIRTH CERTIFICATE IDENTITY VERIFICATION

Legal Name Listed on Birth Certificate: DOB:

Place of Birth: Birth Certificate Number Filing Date:

Person Viewing: Date Viewed:

Proof of the child's identity may include 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)



PARENT/GUARDIAN AND EMERGENCY CONTACT INFORMATION FORM

Parent #1 Last First Relationship to Child:

Physical Address: Street Address City State Zip

Email Address: Cell Number:

Place of Employment: Work Number: Home Number:

PARENT/ GUARDIAN #2

Last First Relationship to Child:

Physical Address: Street Address City State Zip

Email Address: Cell Number: Work Number:

Appropriate paperwork such as custody papers shall be attached if a parent cannot 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 daycare center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or daycare activities.

EMERGENCY CONTACT (Name of first Emergency contact if a parent can't be reached)

Last First Relationship to Child:

Physical Address: Street Address City State Zip

Email Address: Cell Number: Work Number:

Is Emergency Contact Authorized to pick up child yes/no (picture ID required if new emergency contact)

EMERGENCY CONTACT (Name of first Emergency contact if a parent can't be reached)

Last First Relationship to Child:

Physical Address: Street Address City State Zip

Email Address: Driver's License: Cell Number:

Is Emergency contact Authorized to pick up yes/no (picture ID required if new emergency contact)

OTHER AUTHORIZED PICK-UP PERSON (S)

Name: Phone: Relationship:



**AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT**

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**ALLERGIES** (Please write N/A if not applicable)

Medication or Food: \_\_\_\_\_

*Please list all*

Is there a current medical action plan for allergies: \_\_\_\_\_ Are allergies life-threatening: \_\_\_\_\_

**SPECIAL MEDICAL CONDITIONS (examples: asthma, diabetes, or other)**

List medical condition here: \_\_\_\_\_

Medications taken: \_\_\_\_\_ Any medical action plans: \_\_\_\_\_

Seaside School is required to call 911 immediately after the use of an Epi-pen  
Parents must submit medical action plans and state-required authorization forms before enrollment into Seaside School

Any special marks, scars or birthmarks: \_\_\_\_\_

Pediatrician name: \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Hospital Facility: \_\_\_\_\_

**PARENT SIGNATURE SECTION**

This Document authorizes Seaside School to administer emergency medical treatment of the above-named minor child (under age 18) in the absence of parent(s) or legal guardian(s).

By signing below, you also understand the following:

1. Seaside School 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) authorizes Seaside School 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 Seaside School within 24 hours or the next business day after his child or any immediate household member has developed a reportable communicable disease.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Please print clearly



## PARENT AGREEMENT FORM

**TUITION AND ENROLLMENT** For your convenience, the school year's annual tuition, from September through May, is broken down into 9 monthly payments. Summer School is an 11-week program.

**ANNUAL FEES** Seaside Annual Registration Fees for the school year and summer are non-refundable. Registration fees reserve and hold your child's spot. Summer registration fees are collected every March

**TUITION** automatic payments are the only accepted form of payment for fees. Parents are required to enter their banking information into Procure before enrollment. Procure generates an invoice emailed to you, and payment is withdrawn on the 1<sup>st</sup> of every month. An automatic \$35.00 return payment fee will be added to your family account in Procure. Arrangements must be made with the Director within five business days of the return. Childcare services can be suspended for non-payment of tuition.

**PROCESSING FEES:** Automatic payments by ACH are \$1.00 per transaction  
Automatic payments by Debit/Credit card are 2.7% plus .30 cents of the total.

\*Please remember that if you signed up with ACH but paid early and used a debit or credit card, the 2.7% plus .30 cents processing fee will be adjusted to your family account.

**YEARLY TAX STATEMENTS** Parents can download year-end tax statements from the Procure app.

**STUDENT RECORDS:** When a family enrolls, we request information about the child and family. Your child's record is confidential and stored in a secure and private location. Parents must inform the administration of any personal changes, including addresses, phone numbers, medical history, or custody documents.

**REQUIRED PAPERWORK** Parents must complete all required paperwork before enrollment and yearly.

Complete registration packets include

1. Tuition Agreement Form
2. Child Information Form (new families must submit a birth certificate for verification)
3. Medical history and authorization for emergency treatment Form (immunization record/updates, medical action forms must be included)
4. Parent and emergency contact information form

**WITHDRAWAL** 30-day written notice is required to terminate the agreement.

**SCHOOL CLOSINGS/ABSENCES** Seaside School VBUMC **will not** refund or rebate any monthly tuition costs for days that school is closed for federal holidays, church holidays, winter break, spring break, staff development days, child sick days, family vacations, inclement weather.

**ENROLLMENT STATUS:** The administration reserves the right to terminate a child's enrollment at any time if they feel it is in the best interest of the student and/or school.

**SCHOOL CLOSURE DATES** Seaside School year start and end dates may differ from Virginia Beach Public Schools. Holidays we are closed are Labor Day, Veterans Day, Thanksgiving Break (TBD), Winter Break (TBD), Martin Luther King Jr. Day, {Presidents Day, Spring Break (TBD), Memorial Day, Juneteenth, and Independence Day. Church holidays will be provided in the parent handbook in August.

### DAILY PROCEDURES

**DAILY COMMUNICATION AND PROCARE** is an important part of our program. Parents will download and use the Procure app. Upon enrollment, parents must upload their child's photo, parent photo, and emergency contact photo. This is a security feature that helps staff identify allowable pick-up contacts. This app enables parents to send and receive messages. Teachers can complete daily notes and upload pictures. Teachers are given time during rest periods to answer questions and send pictures. We also encourage other forms of communication, such as email, phone calls, and in-person conversations.

Parents' messages left in Procure past 6 PM will be answered by the morning. Teachers are not expected to answer questions in Procure after 6 PM.

**PARKING** Parents must park in a parking spot and avoid fire lanes and handicapped slots for dropping off or picking up their child.



**ABSENCES** Parents will notify a child's absence in Procure.

**DROPPING-OFF** Parent drop-off begins at 8:00 AM. Classroom instruction begins at 8:30 AM. The latest drop-off time is 9 AM. We understand that children may have appointments, or you might just be running late. Parents can avoid a \$15.00 late drop-off fee, as long as we are notified ahead of time. Children will be marked absent if no notification is sent. When parents drop off past 9 AM, it disrupts the whole class and delays plans and activities.

When dropping off, please remember that making it quick and easy is best. Ages 2 and up should be able to walk independently and put their backpack, lunch, or other items in their cubbies. Teachers will assist and work on mastering self-help skills. Teachers are required to prompt children to wash their hands upon arrival. It's important not to spend extra time with teachers because they must monitor, help, and assist all children in the class.

**PICKING-UP** You must choose the full-time option if you cannot pick up by 3:00 PM. The 3:00 PM pick-up time will be strictly enforced. A \$25.00 fee for late pick-up after 3 PM will be charged per child.

**OPEN DOOR POLICY** Parents are welcome to visit whenever their child attends. We strongly encourage parent involvement.

### **STAFF-TO-CHILD STATE RATIOS**

- Birth up to 16months- 1 staff to 4 children
- 16 months to 24 months- 1 staff to 5 children
- 2-year old's- 1 staff to 8 children
- 3-year old's up to school age eligible- 1 staff to 10 children

Ratios double during rest periods for ages 16m to school age eligible when children are resting or inactive.

### **POTTY TRAINING**

Teachers will assist children and families with potty training in the 2-year-old class as students begin to demonstrate readiness. Parents and teachers will work on a plan collaboratively once it's determined that a child is developmentally ready.

Children must be fully potty trained and wearing underwear for classrooms aged three and up.

**CLASSROOM DAILY SCHEDULES** A routine provides children with a stable sequence of events. This stability gives children a sense of security and order. A good schedule meets the needs of all children in care and includes well-planned times for personal care needs such as washing, toileting, snacks, drinking water, and rest. Schedules will balance active and quiet activities and indoor and outdoor play.

**APPROPRIATE DRESS FOR SCHOOL:** Clothing should be appropriate for the season. Children may get messy with different activities that take place daily, so we recommend that children not wear anything that parents don't want to get stained. Two extra sets of seasonal clothes are kept at the school for accidents. Closed-toe shoes are required for safety. Jackets, hats, and gloves are recommended for the colder months.

**LABELING ALL CHILDREN'S BELONGINGS** Label backpacks, lunch boxes, jackets, hats, blankets, sheets, extra clothes, gloves, and cups. Seaside will not be responsible for lost items.

**BEHAVIORAL GUIDANCE** Seaside will guide and promote the child's physical, intellectual, emotional, and social well-being and growth and shall interact with the child and provide help, comfort, and support. The guidance shall be constructive and age-appropriate, and redirection will resolve conflicts.

**OUTSIDE RECREATION TIME** Outdoor activities are required, weather and air quality permitting, for at least 30 minutes daily. Children must have coats in cold weather.

**MEALS** I understand I must provide my child's meals daily and a water bottle.

**TOYS** may not be brought to school unless for a special event in the child's classroom



### PARENT SIGNATURE FORM

*Seaside School fully meets the requirements for schools operated under the Religious Exempt Licensure set forth by the (VDOE)*

I have read, understood, and accepted all of the terms in this Agreement. I will promptly update any information provided in this Agreement if any information changes. School management only has 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 programs anytime.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(OPTIONAL)**

Do you currently have a home church? \_\_\_\_\_

If not, would you like more information about Virginia Beach United Methodist Church? YES OR NO

VBUMC has many opportunities to help serve our community. Please ask your Director if you would like to help serve by volunteering or contacting one of the below:

Children's Ministry Director: Jodi Fox [jfox@vbumc.org](mailto:jfox@vbumc.org)

Missions Director: Mandi Cutchins [mcutchins@vbumc.org](mailto:mcutchins@vbumc.org)