



Centerville Baptist Church Extended Childcare Ministries  
908 Centerville Turnpike, S.,  
Chesapeake, Virginia 23322  
757.546.2356  
757.482.5740 (Fax)

Norma Harrington, Director  
Michelle Albertson, Assistant Director

Dear Parents:

On behalf of the church administration, congregation and Extended Childcare Ministry staff, we welcome your interest in our program. We seek to provide quality child care in a supportive, nurturing and happy Christian environment for all of the children entrusted into our care.

Our philosophy incorporates a parent-program partnership in which we strive to help you have more quality time with your children at home. Our "Homework First" policy is directed towards having school-aged children complete their homework after school at our facility, allowing time in the evening for the family to participate in family-oriented activities together.

We believe that helping a child develop to his/her fullest potential in an environment that stimulates and inspires intellectual, emotional and spiritual growth is a vital part of the parent-program partnership.

We thank you for the privilege of sharing this time with you and your child.

Sincerely,

Norma and Staff





## Centerville Baptist Preschool and Kindergarten

908 Centerville Turnpike, South

Chesapeake, VA 23322

757.482.4466

[www.centervillebaptistpreschool.com](http://www.centervillebaptistpreschool.com)

*Enriching young lives through quality early childhood education.*

2012-2013

Centerville Baptist has a long history in the area. The church was founded in 1872 and has a long-standing history of service and caring in our community. Our weekday pre-school, founded in 1957, is among the oldest in the area and has continuously provided a star-quality early education program for more than 50 years. Throughout these years, we have earned the trust of our community for providing a safe, caring environment where learning is fun. Our primary goal is Kindergarten readiness.

We encourage/invite you to come in as our guest to see what we have to offer. But, be prepared to come back as members of our "PreSchool family." Our teachers are innovative, creative and passionate about allowing very young children discover the sheer joy of learning.

We are a ministry of Centerville Baptist Church and our curriculum reflects the values of the church. We are a Christian school. CBC Weekday Children's Programs admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, tuition assistance and other school-administered programs.

The enrollment package has all the information you need to enroll your child in our school. Enrollment is contingent upon receipt of the admission application and payment of registration and curriculum fees. Please feel free to call, stop in or email if you have any questions.

I look forward to hearing from you soon,

*Cathy Curling*

Cathy Curling  
PreSchool Director

## **A Quick Glance . . .**

We understand that children come from diverse backgrounds and cultures, with different personalities, temperaments, abilities and experiences. Our staff, likewise have diverse teaching styles and educational theories and backgrounds. Thus we are better to match the needs of the child with a teaching style that best suits the child.

Biblical principles and stories provide a foundation for our pre-school day. Theme oriented lesson plans and learning centers provide avenues for our teachers to explore these principles and provide age appropriate guidance. Music and art projects also help reinforce math concepts and reading readiness skills.

Social development is another aspect of kindergarten readiness. Children learn the rules of acceptable behavior, cooperation and compromise while at play. Structured and unstructured activities in the classroom and on the playground provide opportunities for conflict resolution, problem solving and encourage pro-social behavior.

## **A Closer Look . . .**

### **History**

Centerville Baptist has a long history in the community. The church was founded in 1872. The old sanctuary structure dates back to 1925. Our weekday pre-school is among the oldest in the area and was established in 1957.

As a ministry of the church, we are exempted from licensure by the Commonwealth of Virginia's Department of Social Services. We annually submit documentation to retain our exempt status. Our compliance with the Code of Virginia is detailed in our Parent/Student Handbook.

### **Staff**

All pre-school staff members have either prior experience in Early Childhood Education, degrees in related fields or are currently engaged in an on-going educational program. Teachers and assistants have been certified to be free of any disabilities which would prohibit care or supervision of children entrusted into our care, by a practicing physician, as required by the Code of Virginia. All of our staff members have received a Criminal History Records Clearance and Search of the Central Registry from Child Protective Services prior to employment. Staff members participate in workshops throughout the school year to update skills and review requirements of the Commonwealth of Virginia.

## **Parent/Teacher Partnership**

The pre-school experience is a partnership between parents and teachers. Parents provide the foundation of skills the child will need for a successful pre-school experience through activities first taught in the home. Teachers will work diligently with the children to help them develop their ever increasing skills. With this understanding, a list of age and developmentally appropriate skills and/or activities will accompany this package. These skills need to be practiced both at home and in school until the child achieves mastery.

## **Registration and Tuition**

CBC Pre-School registration/facilities fees cover some of our administrative costs as well as the costs of insurance premiums, facilities supplies, etc. Curriculum fees cover the costs of workbooks, art and craft supplies, worksheets, and general classroom supplies. Curriculum fees and registration/facilities fees are charged annually and are non-refundable.

Our budget is based upon the annual tuition of every child. Tuition is quoted and payable for the entire year, September through May. Monthly payments are available with a 0% interest rate. Parents or guardians are issued a Federal Truth in Lending Disclosure Statement detailing the cost structure of the selected program.

Financial Agreements and Parent/Program Agreements are issued to the party responsible for the payment of the annual tuition. Penalties for withdrawal of a child from the program are the responsibility of the parents or guardians and are detailed in the Parent/Program Agreement and Financial documents.

### **Age Based Classes**

CBC Pre-School offers classes for children between the ages of 2 ½ and 5 years old. We are in compliance with the Commonwealth of Virginia regarding the date of birth standard of September 30th. Children are eligible for age based classes based upon this standard. In the best interest of the child, children must meet the age standard to qualify for a preschool or kindergarten class.

### **Student:Adult Ratios**

Age-based classes have a limited number of students per classroom. The National Association for the Education of Young Children, NAEYC, recommends the following ratios:

2 ½ years old	6 students	1 adult
3 years old	8 students	1 adult
4 years old	12 students	1 adult
5 years old	12 students	1 adult

### **Thematic Curriculum**

The traditional pre-school curriculum is based upon a thematic approach to learning. Using the Virginia Foundation Blocks and kindergarten academic expectations (Standards of Learning) as a guideline, our teachers use age and developmentally appropriate learning activities, art and music to allow children to construct a world of learning in a fun and exciting environment. Teachers create thematic lessons that present children with the opportunities to learn through games and hands-on activities that reinforce academic, fine motor and gross motor skills. More advanced skills such as patterning, sequencing, graphing, visual and auditory discrimination (letter and phonemic recognition) and the ability to apply knowledge to new information are typical in the thematic classroom. Biblical truths are woven into the curriculum.

Thematic curriculums focus on the basic skills children need to prepare for kindergarten, such as social skills, developing fine and gross motor skills, the ability to listen and comprehend, ability to stay on task and to complete the task at hand.

By using theme units as the basis for learning, children are presented with opportunities to explore, ask questions, and discover more about the world they live in.

### **Hours of Operation**

The school day begins promptly at 9:00 a.m. Children may be escorted into the building from 8:50 a.m. until 9:00 a.m. We cannot admit children into the classrooms before 8:50 a.m. Adult escorts may accompany children into the building and to the classrooms during this time. The classroom teachers will receive the children and will be available for brief communications. You are asked to help us respect the schedule of the classroom teacher by leaving as quickly as possible.

The pre-school day concludes at 11:45 and car pool ends at noon; Kindergarten at 1:00 p.m.. You may enter the building and proceed to your child's class from 11:45 until 11:55 a.m. for early release.

### **Security Precautions**

Every adult that enters the facility and enters the classroom hallway is required to sign-in on the daily log sheets located in the foyer. Parents/caregivers may accompany the child into the classroom, but should allow the child to take responsibility for his/her personal possessions.

**Centerville Baptist Pre-School/Extended Childcare Combination Package**  
School Year 2012-2013 Enrollment forms must be completed annually

**Please check the appropriate boxes.**

- Extended Care/Combo \* Children must be at least 3 years old and completely toilet trained
- 2 day 3yr old                       3 day 3yr old
- 3 day 4yr old                       5 day 4yr old                       Kindergarten

**How did you learn about our programs**  Internet/Website: \_\_\_\_\_

Personal Referral (Who should we thank): \_\_\_\_\_

INFORMATION REQUESTED IS REQUIRED AND NECESSARY. PLEASE COMPLETE ENTIRELY.

Child's full name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

To what name does your child answer? \_\_\_\_\_ Gender:  M  F

Age (as of 09/30/10) \_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_  Full-term  Premature  Adopted

Child's complete address: \_\_\_\_\_

Name of Subdivision: (if applicable) \_\_\_\_\_ Family Email Address: \_\_\_\_\_ @ \_\_\_\_\_

**Office Use Only**

**Identity Verification**

*The Commonwealth of Virginia requires parents/guardians to provide proof of a child's age and identity. Proof of the child's identity and age may include an original or certified copy of the child's birth certificate, passport, copy of placement agreement from a child placing agency, or a records from a public school, i.e., certified by a principal of a public school in the United States. Failure to provide the proper documentation must be reported to local law enforcement agencies according to statute.*

Place of birth: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ Date of Issue: \_\_\_/\_\_\_/\_\_\_

Birth Certificate Number: \_\_\_\_\_  Birth Certificate  Social Security Card

Other \_\_\_\_\_  Adoption Records Date Viewed: \_\_\_/\_\_\_/\_\_\_

**Parent/Family Information:**

- Married, living together     Separated     Divorced     Single Parent     Unmarried, living together

*(If child does not reside with both parents, please attach a description of the custody agreement)*

**If you are a stay-at-home parent, please list your career profession in the "Occupation" category**

**Information MUST be provided in full**

**Father's Information:**

Name: \_\_\_\_\_

Occupation/Profession: \_\_\_\_\_

Employer: \_\_\_\_\_

Work address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

**Telephone numbers:**

Business: \_\_\_\_\_

Cellular: \_\_\_\_\_

Same home information as child

If child resides with an adult other than parent, (i.e., step-parent, parent's partner, etc.,) please provide information:

Name: \_\_\_\_\_

Occupation/Profession: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone number: \_\_\_\_\_

**Mother's Information:**

Name: \_\_\_\_\_

Occupation/Profession: \_\_\_\_\_

Employer: \_\_\_\_\_

Work address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

**Telephone numbers:**

Business: \_\_\_\_\_

Cellular: \_\_\_\_\_

Same home information as child

Name: \_\_\_\_\_ What does child call adult? \_\_\_\_\_

Occupation/Profession: \_\_\_\_\_ Employer: \_\_\_\_\_

Work address: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Work phone number: \_\_\_\_\_ Cellular phone number: \_\_\_\_\_

Please list the names, ages and genders of siblings (both at home and away): \_\_\_\_\_

**Previous child care/preschools attended:**

*The Code of Virginia requires parents/guardians to disclose the names, locations and terms of previous enrollment:*

Name: \_\_\_\_\_ Term of enrollment: \_\_\_\_\_  
Location: \_\_\_\_\_

**Transportation Providers:**

Please register the names and phone numbers of individuals authorized to provide transportation for your child.

(1) \_\_\_\_\_ (2) \_\_\_\_\_  
(3) \_\_\_\_\_ (4) \_\_\_\_\_

**Emergency Transportation Provider**

Please list the names and telephone numbers of two individuals authorized to pick up your child in the event of emergency, sudden on-set illness, etc., when you will not be home and able to pick up your child within thirty (30) minutes.

(1) \_\_\_\_\_  
(2) \_\_\_\_\_

Person(s) **NOT** authorized to pick up your child: *(Appropriate custody papers must be provided to the church if a parent is NOT allowed to pick up a child from our facility.)*

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

**Self-Help Skills**

- Yes  No Does your child demonstrate control over bladder functions?
- Yes  No Does your child demonstrate control over bowel functions?
- Yes  No Does your child require assistance with toileting functions (clothing issues, cleaning, flushing, etc.?)
- Yes  No Proper hand washing?
- Yes  No Does your child require assistance blowing his/her nose?
- Yes  No Does your child require assistance with snack and juice containers?

**Medical History:**

- Yes  No Health Insurance
- Yes  No Regular routine physical examination within the past six months  
Date of last exam: \_\_\_\_\_
- Yes  No Regular routine dentalexamination within the past six months  
Date of last exam: \_\_\_\_\_
- Yes  No Immunizations per CDC guidelines
- Yes  No Visual examination:  No Impairment  Yes \_\_\_\_\_
- Yes  No Speech evaluation  No Impairment  Yes \_\_\_\_\_
- Yes  No Developmental assessment:  No  Yes \_\_\_\_\_  
 Physical/orthopedic  Emotional  Behavioral  Other \_\_\_\_\_

Yes  No Allergies : \_\_\_\_\_

How are allergies manifested? \_\_\_\_\_

Yes  No Routine medications: \_\_\_\_\_

Name and telephone number of child's primary physician: \_\_\_\_\_

Name and telephone number of child's dentist: \_\_\_\_\_

If your child has experienced any serious illnesses, injuries, hospitalizations, minor/major surgery, please provide the approximate dates, nature of the event and name of the physician: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Centerville Baptist Pre-School/Kindergarten and Extended Childcare Full-Day Combination Care Policies

## Disclosure Notice

Children must be at least 3 years old by September 30<sup>th</sup> to enroll in an Extended Care Class. Children must be completely toilet trained. **Pull-ups are not allowed.**

The Extended Childcare Ministry will provide full-day childcare on days the PreSchool or Kindergarten are closed for City of Chesapeake Public Schools Early Release Days and Teacher Workdays.

## Sick Child Policy

If a child become ill during the morning hours of Pre-School or Kindergarten, parents will be notified by PreSchool staff of the need to come within 30 minutes to collect the child. Extended Childcare cannot provide “sick care” for working parents.

## School Closing Disclosure Notice

When inclement weather causes the City of Chesapeake Public Schools to delay for one hour, we will delay opening for one hour, opening our doors at 7:30 am. When school opening is delayed two hours, we will delay two hours, opening our doors at 8:30 a.m.

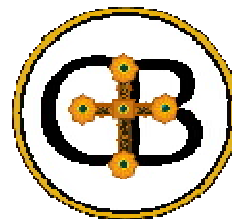
Similarly, if the City of Chesapeake Public School experience an early release due to inclement weather, we will observe a similar time structure: for example, early release of two hours, we will close two hours early, closing our doors at 4:30 p.m.

On days when the City of Chesapeake Public Schools close due to inclement weather, we will be CLOSED.

Pre-School holiday observations, winter and spring breaks , etc., will be noted on the school calendar.

Extended Childcare Ministry observes the following holidays and is CLOSED:

- Labor Day
- Veterans’ Day
- Thanksgiving holidays (Thursday and Friday)
- Christmas Eve
- Christmas Day
- New Year’s Eve—closes at 5:00 p.m.
- New Year’s Day
- Martin Luther King, Jr. Day
- Presidents’ Day
- Easter Monday
- Memorial Day

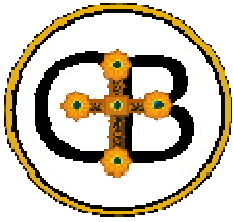


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**Pre-School & Kindergarten**

**757.482.4466**

2012-2013

**Pre-School/Extended Childcare Combination Program Policies**

Parent(s) Name(s): \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

The pre-school will provide an appropriate early educational weekday program for the term of days weekly, as specified by the parents or guardians, and the Extended Childcare program will provide an appropriate environment and resources to allow for a variety of play and learning activities during the day, during the school term.

The Director or teacher will screen the children daily for symptoms of contagious diseases or illnesses. Children displaying signs or symptoms of illness, as described in the official "Parent-Student Handbook," will not be admitted until free of symptoms for 24 hours.

In case of accident or illness of the child, the staff will promptly take reasonable measures as are, in her/his best judgment, in the best interest of the child, and will notify parents as soon as possible.

The school will provide physical, social-emotional, cognitive and spiritual development in a group situation.

The school will provide limited liability accident insurance coverage.

The school will not release the child to anyone other than the authorized transportation providers as registered by the parents or guardians.

The program agrees that children displaying signs or symptoms of developmental delays which cannot be incorporated into the classroom environment or unacceptable behaviors that injure or harm other students or staff, the director or pastor reserves the right to dismiss a child from the program for cause.

The program reserves the privilege of dismissing any child that is unable to participate in most large group activities.

The Extended Childcare program will provide morning snacks on days when the child is not in his/her Pre-School classroom, and will provide afternoon snacks, daily.

**The parents or guardians agree that:**

The responsible party will pay annual non-refundable registration and supply fees for the Extended Childcare Ministries and Pre-School.

The parents agree that the child will be enrolled in the following age appropriate Pre-School class:

- 2 day 3 year old       3 day 3 year old       3 day 4 year old  
 5 day 4 year old       Kindergarten

The parents agree that the child will receive child care through the Extended Child Care Ministries on the following days:  Monday-Friday       Tuesday & Thursday       Monday, Wednesday & Friday

The party responsible for payment for Pre-School tuition agrees to pay a monthly fee of \$555.00 to the Extended Childcare office to cover the services of both programs by the fifteenth (15<sup>th</sup>) of each month. A late charge of \$25.00 will be applied after the fifteenth (15<sup>th</sup>) of the month and every week thereafter until payment is made. Kindergarten tuition requires a monthly fee of \$585.00 with the same stipulations.

Educational instruction may be discontinued until payment of tuition and late fees are paid in full.

Additional charges are levied for periods of tardiness in departure time will be due and payable daily.

Responsibility for payment on time is that of the parent/guardian or their designated party listed on the Financial Agreement Form. If the responsible party sees that the tuition cannot be paid on time, he/she must make arrangements for the delayed payment with the Financial Secretary before the payment is due. If acceptable arrangements for payment have not been made upon payment due date, plus a two week grace period, instruction will be discontinued until such time as payment has been rendered.

A charge of \$25.00 will be applied to any account when a check has been returned for non-sufficient funds, closed accounts, etc.

- In the event that a child is withdrawn from the program, for reasons other than military family transfer, the annual Pre-School/Kindergarten tuition is payable by the responsible party until another child is enrolled to fill the vacancy. \_\_\_\_\_ (*Initials*)
- Additional charges of \$1.00 per minute will be due and payable upon pick-up for the first 2 times parents/guardians are tardy at closing time. Thereafter, any tardiness will incur charges of \$2.00 per minute. \_\_\_\_\_ (*Initials*)
- If the child needs a prescribed medication during the day, parents must complete and submit an "Administration of Medication" form for the child. Additionally, the school must receive a statement from the prescribing physician regarding the manner in which the medication is to be administered as well as acknowledgement that the child is able for function "normally" in the group situation. The statement MUST describe the condition upon which the child is to self-medicate and include information regarding adverse reactions that may require immediate medical attention. \_\_\_\_\_ (*Initials*)
- If the child requires an "OTC," over-the-counter medication, the parents MUST complete and submit an "Administration of Medication" form for each medication, for a specific period of time. \_\_\_\_\_ (*Initials*)
- In the case of illness or accident, the parents/guardians have submitted a notarized Emergency Medical Release authorizing appropriate medical attention and transportation. In all emergencies, the program has permission to take such reasonable measures as are, in the judgment of the Pastor, Director or teacher necessary for the welfare and safety of the child. \_\_\_\_\_ (*Initials*)
- In the event of illness that requires the child to be dismissed from the program, parents/guardians will make appropriate arrangements for the child to leave our facilities within 30 minutes. The child will be dismissed from BOTH programs. \_\_\_\_\_ (*Initials*)
- In the event of contagious illness or malady, the parents/guardians will notify the programs. The child will not be allowed to return to school until all danger of the contagion is gone and a written letter from the physician is provided. \_\_\_\_\_ (*Initials*)
- In the event of viral illness where a fever is present, the child cannot return to either program until all signs and symptoms are gone for at least 24 hours **without fever medication.** \_\_\_\_\_ (*Initials*)
- The school reserves the privilege of dismissing any child, if he/she seems unable to participate in group activities due to developmental delays, physical disabilities or behavioral issues. \_\_\_\_\_ (*Initials*)

- Liability for a child’s actions, while in the care of the program, lies solely with the parents/guardians. If a child’s actions are inappropriate, a verbal notice will be given to the parent/guardian. Any incidents thereafter will be recorded in the child’s file in accordance to our “Three-Strike” policy.

Strike One: Written Notice  
 Strike Two: Suspension from the program  
 Strike Three: Dismissal from the program \_\_\_\_\_ (Initials)

- The parent/guardian is responsible for providing their child’s lunch unless otherwise notified. \_\_\_\_\_ (Initials)
- Centerville Baptist PreSchool is a “Peanut Product Free Facility.” Parents are responsible for ensuring that children do not bring products containing peanuts, peanut butter or peanut products into our Children’s Wing. \_\_\_\_\_ (Initials)

Centerville Baptist Church Weekday Children’s Ministries and parents/guardians understand and agree that this agreement is a contract binding for both operator and parents/guardians.

\_\_\_\_\_  
 (Signature of parent/guardian/responsible party)

\_\_\_\_\_  
 (Authorized signature for Centerville Baptist)

\_\_\_\_\_  
 (Date)

### Financial Arrangements

Centerville Baptist Church has made provision for the payment of our early childhood education program fees to be paid in monthly installments, as outlined in the “Truth in Lending” contract. We have developed the following procedures to manage the financial obligation effectively.

A “Truth in Lending” statement, required by Federal Law, outlines the terms for payment, and must be signed by the party responsible for payment, at the time of enrollment.

A monthly payment schedule is made available with a 0% interest rate.

The party responsible for payment agrees to pay a monthly fee to the Extended Childcare office to cover the services of both programs by the fifteenth (15<sup>th</sup>) of each month. A late charge of \$25.00 will be applied after the fifteenth (15<sup>th</sup>) of the month and every week thereafter until payment is made.

Responsibility for payment on time is that of the parent/guardian or their designated party listed on the Financial Agreement Form. If the responsible party sees that the tuition cannot be paid on time, he/she must make arrangements for the delayed payment with the Financial Secretary before the payment is due. If acceptable arrangements for payment have not been made upon payment due date, plus a two week grace period, instruction will be discontinued until such time as payment has been rendered.

Acceptable arrangements are defined as either payment in full, or an extended payment schedule.

In the event that a child is withdrawn from the Pre-School program, for reasons other than military family transfer, the annual tuition balance is payable in full by the responsible party, unless the vacancy created by the child’s departure is not immediately filled.

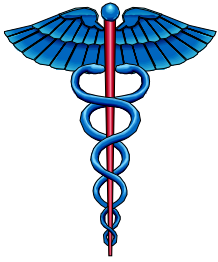
If at any time, you feel that our records are in error, or you would like to discuss the status of your account, please contact our Office Manager at 482-4466.

I have read the above information and understand the administrative policies concerning financial arrangements.

\_\_\_\_\_  
 (Signature of party responsible for payment)

\_\_\_\_\_  
 (Date)





*This form requires the signature of a physician if your child exhibits signs of food allergy.*

Place a photograph of your child here

### Emergency Health Care Plan Food Allergy Information

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

My child has NOT exhibited any signs of allergic reactions

Allergy to: \_\_\_\_\_

Please check all reactions that apply:

- Asthma
- Mouth: itching and swelling of the lips, tongue or mouth
- Throat: itching and/or sense of tightness in the throat, hoarseness and hacking cough
- Skin: hives, itchy rash and or serlling about the face or extremities
- Gastro: nausea, abdominal cramps, vomiting and/or diarrhea
- Lung: shortness of breath, repetitive coughing and/or wheezing
- Heart: "thready" pulse, passing out

The severity of symptoms can quickly change. All of the above symptoms can potentially progress to a life-threatening situation.

**ACTION:**

If ingestion is suspected, give \_\_\_\_\_ and call \_\_\_\_\_  
(medication/dosage/route)

- 911       Dr. \_\_\_\_\_ at \_\_\_\_\_
- Mother's telephone numbers: \_\_\_\_\_
- Father's telephone numbers: \_\_\_\_\_
- Emergency contact: \_\_\_\_\_

**DO NOT HESITATE TO ADMINISTER MEDICATION OR CALL RESCUE SQUAD EVEN IF PARENTS OR DOCTOR CANNOT BE REACHED.**

Parent Signature	Date	Physician Signature	Date
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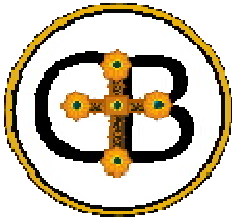
Additional Emergency Contacts	
(1) Name: _____	Phone number: _____
Relationship to child: _____	
(2) Name: _____	Phone number: _____
Relationship to child: _____	
(3) Name: _____	Phone number: _____
Relationship to child: _____	

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**Activity Consent**

I/we acknowledge that risks of accidental injury are incidental to the conduct of normal classroom participation, playground activities, activities in the gym, and elective extra-curricular activities. Playground equipment pose apparent hazards. Slides, swings, climbers, etc., present opportunities for injury. I/we understand that teachers/ staff members cannot prevent accidents that may occur as a result of normal playground activities. I/we understand that we will be informed of incidents, accidents and injuries that occur under their care. I/we understand that teachers will respond to injuries with appropriate First Aid, including emergency medical intervention if required.

\_\_\_\_\_ (Initial)

Likewise, teachers will respond to misbehavior or inappropriate playground activities immediately and reserve the option to disallow a child's access to playground equipment as a result of misbehavior. \_\_\_\_\_ (Initial)

Parent Handbook, page 17, under the heading "Dress Code," our policy states "Each child is expected to wear appropriate protective clothing, adequate for the weather and season. Shoes AND socks are REQUIRED. Sandals, "Crocs," flip, flops, etc., are inappropriate for children's school wear. Shoes should have closed toes and heels and should fit the child properly."

I/we understand the Pre-School policy regarding "acceptable" shoes and socks and understand the Pre-School administration's concerns that inappropriate shoes may contribute to playground injuries. \_\_\_\_\_ (Initial)

I/we assume all risks and hazards incidental to the conduct of events, activities and normal classroom participation.

Signature and Date: \_\_\_\_\_

**Photography/Videography Acknowledgement**

I/we acknowledge that Centerville Baptist Pre-School/Extended Childcare Ministry utilizes photography or video-photography for promotional and/or advertising materials, teacher created art or craft activities and school-wide presentations or to document classroom activities. Similarly, administrators may use video documentation. I acknowledge that I/we have been informed. \_\_\_\_\_ (Initials)

**Release of Contact Information**

I/we give permission for my/our names, telephone numbers and email address to be released for the classroom directory. \_\_\_\_\_ (Initials)

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

Parent(s) Signature: \_\_\_\_\_

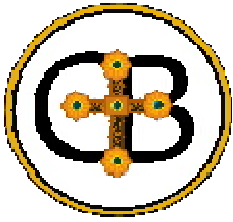
Date: \_\_\_\_\_

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**Parent Participation Information**

Centerville Baptist Church Pre-School enlists the assistance of our Pre-School parents to assist the teacher(s) with seasonal activities and parties. All parents/guardians are expected to participate by either providing items for classroom parties, such as teacher requested foods, drinks, etc, and/or by actually helping organize and orchestrate the activity.

Parents may not solicit money from other parents without the expressed written approval of the Pre-School Director. (Classroom parties, teacher gifts, etc.) \_\_\_\_\_ (*Initials*)

- Yes  No Classroom Volunteer
- Yes  No I would like to be a head room parent
- Yes  No I cannot participate in the classroom, but will help provide items for the activities

**Field Trips**

Your child's teacher may organize a field trip for the class. Parents/guardians or a designated party are responsible for the transportation of the child to and from the location of the field trip and supervision during the trip. \_\_\_\_\_ (*Initials*)

Field trip admissions fee are payable one week prior to the event. Parents will be notified of the date, time, location, costs and other details of the event by flyer or classroom newsletter. Children that will not participate in the field trip should remain at home the morning of the event, as the class will not be in session at our facility. \_\_\_\_\_ (*Initials*)

In accordance with the Code of Virginia, vehicles used to transport children must be insured to provide bodily injury liability insurance and property damage liability insurance. Coverage must meet \$100,000/\$300,000 limits as recommended by the state. In compliance with the Code of Virginia, child restraint devices which meet the standards adopted by the U. S. Department of Transportation must be used for all children under the age of six (6) years old.

- Yes  No I will drive and transport my child
- Yes  No I cannot transport my child, but will have a designated adult attend in my place

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature and Date: \_\_\_\_\_



**This document must be signed in the presence of a Notary Public**

## Pre-School/Extended Childcare

### Legal Authorization Form and Emergency Medical Release 2012-2013

I/we hereby give permission for \_\_\_\_\_ to participate in events, activities and field trips with Centerville Baptist Church Pre-School/Extended Childcare Ministries for the school year 2012-2013 \_\_\_\_\_ (Initial)

I/we understand that risks of accidental injury are incidental to the conduct of normal classroom participation, playground activities, activities in the gym, and elective extra-curricular activities. I/we assume all risks and hazards incidental to the conduct of events, activities and normal classroom participation and hereby acknowledge and give our informed consent for participation. \_\_\_\_\_ (Initial and date)

In the event of injury, sudden illness or other emergency situations that may require evacuation, I/we hereby authorize EMERGENCY transportation for my/our child in the church owned 15-passenger vans, private vehicles owned and operated by CBC Pre-School/Extended Childcare staff or church staff, and emergency medical transport personnel. I/we assume all risks and hazards incidental to the emergency transportation and hereby acknowledge and give our informed consent for participation. \_\_\_\_\_ (Initial and date)

In the event of accident, illness or injury, I/we hereby grant permission to Emergency Medical Personnel, Attending Physicians and hospital personnel to perform whatsoever care is necessary for the welfare of my/our child, until I/we can be in attendance. \_\_\_\_\_ (Initial and date)

Please attach a copy of your child's health care provider/insurance carrier card.  
Please attach a recent photograph of your child.

Primary Care Provider: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Dentist: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Please list any medications, allergies and/or medical information responding medical personnel should know about this child: \_\_\_\_\_  
\_\_\_\_\_

**DO NOT SIGN THIS DOCUMENT UNTIL YOU ARE IN THE PRESENCE OF A NOTARY.  
UN-NOTARIZED FORMS ARE INVALID.**

_____ (Signature of Parent/Guardian)	_____ (Signature of Parent/Guardian)
Daytime telephone numbers: _____	Daytime telephone numbers: _____
State of Virginia, City of _____, to wit:	
Subscribed and sworn to before me this ____ day of _____, 20__.	
My commission expires _____.	
_____ (Signature of Notary Public)	