

**FOR OFFICE USE ONLY**

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

Vaccination Record: \_\_\_\_\_

Birth Certificate: \_\_\_\_\_

Allergies: Yes or NO



\$80.00\$80.00

**Summer Enrichment Ministry Enrollment Contract 2026**

June 8<sup>th</sup>, 2026-August 14<sup>th</sup>, 2026, 7:00am-6:00pm

**Registration Fee: \$25.00**

Tuition: \$115.00 Per Week, Activity Fee: \$150.00

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Parent's Place of Employment \_\_\_\_\_ Business Phone \_\_\_\_\_

Parent's Employment Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Contact's Phone \_\_\_\_\_

Emergency Contact's Address \_\_\_\_\_

\_\_\_\_\_ I hereby enroll the following child/ren in the SonLight Learning Center Summer Enrichment Program (June-August)

1. Name \_\_\_\_\_ Age \_\_\_\_\_ D.O.B \_\_\_\_\_  
School \_\_\_\_\_ Grade (Fall 2026) \_\_\_\_\_

2. Name \_\_\_\_\_ Age \_\_\_\_\_ D.O.B \_\_\_\_\_  
School \_\_\_\_\_ Grade (Fall 2026) \_\_\_\_\_

3. Name \_\_\_\_\_ Age \_\_\_\_\_ D.O.B \_\_\_\_\_  
School \_\_\_\_\_ Grade (Fall 2026) \_\_\_\_\_

**Transportation & Child Safety Seat**

Virginia State Law mandates that all children up to age eight must be transported with a child safety seat. (Please check one of the following):

My child is age 7(or younger) and **does** need a child safety seat.

My child is age 8 (or older) and **does not** need a child safety seat.



**MEDICAL INFORMATION**

*(Please submit a **separate** copy of your child's medical information, **including** an immunization record, proof of allergy (if any), and directions from your doctor regarding the administration of any medication)*

Please list any allergies or pertinent medical information that we need to know about.

**Important: SonLight Learning Center cannot administer medication.**

Allergies \_\_\_\_\_ Other \_\_\_\_\_

Medication(s) \_\_\_\_\_ To be taken \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Tel \_\_\_\_\_

In case of an accident, injury or medical emergency, permission is granted for my child to be given reasonable first aid and to be taken to the nearest medical facility for treatment. Attached, I have also included a copy of my child's immunization report, allergen report (if any) and directions from my child's physician regarding how to administer any medication to my child.

**Check One:** My child(ren) HAS/HAS NOT been exposed to COVID-19.

**Check One:** My child(ren) HAS/DOES NOT HAVE PPE (facemasks) equipment.

I acknowledge that I must provide my child's temperature each day of the program. Please initial: \_\_\_\_\_

**In the event of accident or injury, parents and/or the person to be contacted for emergencies will be notified immediately. Please initial:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**SLC Financial and Operational Contract**

***Please read before initializing. Your initials acknowledge both receipt and full compliance of this contract. If there are any questions, please contact the Program Director.***

The hours for the Summer Enrichment Program will be 7:00am-6:00pm, Monday-Friday. Children picked up after 6:00pm, will receive a late penalty. **Please initial:** \_\_\_\_\_

Tuition is due on Mondays, unless arranged with the director. Any other payments are subject to late penalties and outstanding balances past two weeks will result in automatic dismissal from the program. **Please initial:** \_\_\_\_\_

Tuition is charged, regardless of the child's attendance or lack thereof. Fees are also due regardless of early dismissal from the program. Additionally, parents are responsible for communicating any accommodations/early dismissals to the program director in writing. **Please initial:** \_\_\_\_\_

SLC accepts cash, checks, money orders or Givelify payments for tuition. Givelify users must add \$3 to their payments for Givelify convenience fee (Givelify: Sonlight Learning Center). There is a charge of \$25.00 for any returned checks. Personal checks will not be accepted after two (2) returned checks. **Please initial:** \_\_\_\_\_

I understand that my child(ren) will neither be allowed to attend the program, later volunteer in the program, or participate in any scheduled activities during the school year or the summer if program and activity fees have not been paid. **Please initial:** \_\_\_\_\_

All children are expected to abide by all guidelines on the van, in our facility, and on any trips. Failure to abide by these guidelines can result in dismissal from the program, to which the parent is still responsible for any and all outstanding balances. **Please initial:** \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
Received by Program Director: \_\_\_\_\_ Date: \_\_\_\_\_



**SonLight Learning Center**  
**Summer Weeks Attendance Form 2026**

***Please read before signing. Your signature acknowledges both receipt and full compliance of this contract. If there are any questions, please contact the Program Director.***

This summer, SonLight Learning Center will be open from June 8<sup>th</sup> -August 14<sup>th</sup>, from 7:00am-6:00pm, unless otherwise noted. The tuition will be \$115.00 per week, which covers breakfast, snacks, materials, and daily program activities. Please indicate the weeks that your child will be in attendance to our program.

**Please Indicate the Following:**

My child will be attending the SonLight Learning Center Program **full-time** (from June 9<sup>th</sup> -August 17<sup>h</sup>, 7:00am-6pm)

My child will be attending SonLight Learning Center's Summer Enrichment Program on certain days (from June 9<sup>th</sup> -August 17<sup>h</sup>, 7:00am-6pm)

**Please check which days your child will be present:**

- Week 1: June 8<sup>th</sup> – June 12<sup>th</sup>
- Week 2: June 15<sup>th</sup> – June 19<sup>th</sup> **Closed Juneteenth**
- Week 3: June 22<sup>nd</sup> - June 26<sup>th</sup>
- Week 4: June 29<sup>th</sup> - July 3<sup>rd</sup>
- Week 5: July 6<sup>th</sup>- July 10<sup>th</sup>
- Week 6: July 13<sup>th</sup>- July 17<sup>th</sup>
- Week 7: July 20<sup>th</sup>- July 24<sup>th</sup>
- Week 8: July 27<sup>th</sup>- July 31<sup>st</sup>
- Week 9: August 3<sup>rd</sup> - August 7<sup>th</sup>
- Week 10: August 10<sup>th</sup> – 14<sup>th</sup>

**Regarding Lunch:**

I can provide lunch for my child each day, without any accommodations.

I can provide lunch for my child most days but may need accommodations. (Please see Program Director).

**Please note the following:**

- Drop-in rates for individual days are \$30.00 per child.
- **There are no refunds for broken agreements.**
- Forms not received by parents will be invoiced as full-term.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



<h2 style="text-align: center;">PICK UP AUTHORIZATION FORM</h2>
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I authorize the following individual(s) to pick up my child(ren) from SonLight Learning Center each day. I understand that I must notify the Program Director if other arrangements are necessary. I also understand that my child(ren) may not be allowed to be picked up if the individual is not designated on this form or if prior arrangements have not been approved. Students must be signed out by an adult, and a picture ID may be required.

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parent's Signature

Date

Received By: _____	Date: _____
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**First Shiloh Baptist Church/Sonlight Learning Center Media Release Form**

**Updated 05/03/2019**

FSBC/Sonlight Learning Center  
8150 Walnut Grove Road  
Mechanicsville, Virginia 23111

Permission to Use Photograph/Video/Media

Subject: First Shiloh Baptist Church Website/Social Media Use

I grant to First Shiloh Baptist Church/Sonlight Learning Center, its representatives and employees the right to take photographs of my child in connection with the above-identified subject. I authorize FSBC/Sonlight Learning Center, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that FSBC/Sonlight Learning Center may use such photographs of my child for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

In our project(s) we—FSBC/Sonlight Learning Center—commit to:

- Only posting pictures of children with release forms
- Only documenting pictures of ministry/after-school/summer activities
- **Only using pictures for FSBC/SLC social media purposes, if authorized by parents**
- **Never posting personal information of any child at any time (names, ages, addresses, medical conditions, schools, bus routes, etc.)**

- I hereby authorize FSBC/SLC to use my child's media for the **website and for social media use** as long as these guidelines are followed.
- I hereby authorize FSBC/SLC to use my child's media for FSBC/SLC website, **only**.
- I **do not wish** for my child to be recorded in any way, nor do I authorize any child to have media presented on any website/social media extensions of FSBC/SLC.

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I have read and understand the above:

Child's name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Emergency Preparedness Plan**

### **Fire**

In case of a fire emergency (in a case where the fire alarms have sounded or when the director/staff calls notices or receives notice of a fire) ALL students will:

Remain calm and walk swiftly, orderly towards the emergency fire exit located to the right of the youth pastor's door (if facing the three offices upstairs). The exit sign is highlighted.

Once exiting the door, students are to walk with staff to the back end of the parking lot and then walk to the church next door, away from the fire and away from any traffic. Once at the church, staff will account for each child, relay this information to the fire department. Staff will take role and parents will be notified.

According to the Fire Marshall, even the students within the back classroom should be able to get out through the emergency exit back steps, in under two minutes. In the event the children are trapped, the next safest plan for the back classroom would be to close the door, to place something under the door to conceal the smoke and to try notifying for help through the window. Due to the age of the children (K-2) in the back classroom, it is NOT recommended to have chain ladders reserved for the windows.

### **Tornado Warning/Watch & Bomb Threat Situation**

In case of a tornado warning/watch, (initiated when inclement weather presents an unsafe situation for the children [for ex. Power outages, strong winds, trees coming down] or when notified of a tornado situation or when notified of a potential bomb threat situation).

ALL students will:

Remain calm and walk swiftly/orderly down to the first floor and to remain in the middle hallway until told otherwise. Staff are to close the doors to the bathrooms and to the door near the steps and have the children to sit calmly on the ground. According to the Fire Marshall, this is the safest place in the building in case of a tornado.

In the event that the hallway is unavailable or in the event that there are more people in the building during the tornado warning/watch, the 2<sup>nd</sup> safest place in the building is what we term "the multipurpose room." Even with windows, it can still house protection for large groups of people, according to the Hanover Sheriff's Department.

In both scenarios, staff members are to immediately take roll to account for all children, relay this information to the Fire Department and to notify parents.

### **Lockdown**

In case of a lockdown procedure (which is initiated if notified by the police that there is a threat in the area or if the director feels as if there is a situation that will place students in immediate danger) ALL students are expected to:

Remain calm and follow staff directions. The first plan of action is to transport all children to the fire exit steps. This location allows not only for shelter, but also for easy escape, if necessary.

If this location is not an option, the following alternatives will be exercised:

- (1) If the children are in the small classroom upstairs, staff members are to close and lock the door. Lights are to be turned off.



(2) If the children are in the large classroom upstairs (and the back steps are not an option), the three office rooms can be used for shelter. Staff members will turn off lights and close the blinds on the windows of the door for security.

In all emergencies, our staff will utilize emergency “go bags.” These are book bags located in specific places in our classroom that contain emergency contact and allergy information on all students as well as a first-aid kit, in case of emergencies. Our children know they are not to touch these bags, as they are for emergencies, only.

In either situation, staff members will take roll, relay any information to the police and notify parents.

***I acknowledge that SonLight Learning Center Maintains emergency procedures for fire, severe weather, lockdowns, and medical emergencies. Full emergency procedures are available upon request.***

Child’s Name \_\_\_\_\_

Parent’s Name \_\_\_\_\_

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