

Date started: _____

Vaccination Record: _____

Birth Certificate: _____

Allergies: Yes or NO



SLC After School 2023-2024 Enrollment Contract

August 21st 2023-May 31st, 2024

After-School Hours: 2:30pm-6:00pm

Pricing:

After-School Tuition: \$60.00 w/o Transportation, \$80.00 w/ transportation (includes snack)

Registration Fee: \$20.00

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 _____

PLEASE CHECK OUT THE FOLLOWING

____ I hereby enroll the following child/ren in the Sonlight Learning Center After-School Enrichment Program (August-May)

1. Name _____ Age _____ M or F Date of Birth _____

Nickname (Name your child would like to be called): _____

School _____ Grade in the fall _____

2. Name _____ Age _____ M or F Date of Birth _____

Nickname (Name your child would like to be called): _____

School _____ Grade in the fall _____

3. Name _____ Age _____ M or F Date of Birth _____

Nickname (Name your child would like to be called): _____

School _____ Grade in the fall _____

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 seven (or younger), will be transported by SLC, and **will need** to have a child safety seat that I will provide. (Must be provided before the start of the program).
- My child is age eight (or older) and **does not** need a child safety seat.
- My child is age seven (or younger) and will ride a public school bus and therefore 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. If your child is on medication, please give a schedule of administering and name of medication.

Allergies _____ Other _____

Medication(s) _____ To be taken _____

Doctor's Name _____ Tel _____

Please note we cannot administer any medication.

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.

COVID-19 ACKNOWLEDGEMENT

Please Circle One of Each of Following Statements:

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

Circle One: My family HAS/DOES NOT HAVE a family member nearby who tested positive for COVID-19.

I acknowledge that the above information is true to the best of my knowledge. Please initial: _____

Please Read & Initial the Statement Below:

I acknowledge that I must provide my child/family's temperature each day of the program. In the event of accident or injury, parents and/or the person to be contacted for emergencies will be notified immediately.

If I am notified that my child is sick, I or someone in my approved pick-up list must pick up my child, who will be quarantined until I arrived. Lastly, if my child becomes sick with any illness outside my/SLC's control, I indemnify SonLight Learning Center/First Shiloh Baptist Church, it's staff/volunteers from all responsibility, as long as SLC staff/volunteers have maintained all regulations in accordance with the Department of Social Services, its entities, and the Center for Disease Control and Prevention.

Please initial: _____

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.

Our After-School Program Hours are 2:30pm-6:00pm. Tuition is due on Mondays, unless approved by the director. Any accommodations/early dismissals from the program must be made to the director in writing. **Tuition is still due regardless of national or school holidays and is due regardless of child's attendance.** Children picked up after 6:00pm, will receive a late penalty. Late payments will be subject to late penalties and can result in an automatic dismissal from the program. I also 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: _____

SLC accepts cash, credit/debit, checks, money orders or Givelify payments for tuition. Givelify users must add \$3 to their payments for Givelify's convenience fee and there is a charge of \$25.00 for any returned checks. Personal checks will not be accepted after two (2) returned checks. **Please initial:** _____

All children are expected to abide by all guidelines on the van, in our facility, and on any trips. **Given COVID-19**, my child is expected to abide by CDC guidelines. Failure to abide these guidelines can result in dismissal from the program, to which the parent is still responsible for any and all outstanding balances. **Please initial:** _____

I recognize that I am responsible for providing staff with information/communication needed to ensure my child's academic success and well-being. **Please initial:** _____

Signature of Parent/Guardian: _____ Date: _____
Received by Program Director: _____ Date: _____



PICK UP AUTHORIZATION FORM

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**.
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- **I do not wish** for my child to be recorded in anyway, nor do I authorize any child to have media presented on any website/social media extensions of FSBC/SLC.

I have read and understand the above:

Child’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 2nd 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 either situation, staff will members will take roll, relay any information to the police and notify parents.

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.

I have read, understood and I am now in full acknowledgement of the SonLight Learning Center Emergency Preparedness Plan that covers Fire, Tornado, Bomb Threat, or other Lockdown procedures.

Child's Name _____

Parent's Name _____

Date: _____

Please return to the Program Director immediately.



At SonLight Learning Center, Character Counts!

The SonLight Learning Center Community operate under the following Six Pillars of Character: **Trust, Respect, Responsibility, Caring and Citizenship**. These six pillars of character will shape our rules and conduct inside and outside of our classroom. Your child will be expected to know and to adhere to these six pillars. Failure to do so will result in disciplinary actions such as **time-out, phone calls home, dismissal from trips, or from the program**. Please make sure you review these with your children.



At SonLight Learning Center:

- Trust means: **“Faith!”** (Be honest! Do what you say you will do!)
- Respect: **“Honor!”** (Treating Others with Respect)
- Responsibility: **“My job!”** (Be accountable for your words, actions, and attitudes)
- Fairness: **“What is Right!”** (Play by the rules, take turns, listen to others)
- Caring: **“We Love!”** (Be kind, help others in need, forgive others and express gratitude)
- Citizenship: **“I Belong!”** (Cooperate! Cooperation is the key to success. This makes our community better! We always do it better together!)



Directory/General Information	
Senior Pastor	Rev. Dr. Proctor Beard, Sr.
Interim Director	Allison Robertson
Program Location	FSBC Youth Center
Program Address	8150 Walnut Grove Road, Mechanicsville, Virginia 23111
After-School Hours	Monday-Friday, 2pm-6pm
Summer Hours	Monday-Friday, 7:30am-6pm
Social Services Subsidy Vendor	Yes
Administrative Numbers	
SonLight Learning Center Office	804-730-1706
First Shiloh Baptist Church Office	804-730-1348
Fax	804-730-6830
SLC Email	sonlightlearningcenter@gmail.com