



# **Registration Packet 2017-18 School Year**

Sandbridge Chapel Day School  
3041 Sandpiper Road, Virginia Beach, VA 23456  
Phone: 757-721-2401  
scds@cox.net  
Director: Angela Kirkland

## **Registration Instructions**

1. Complete all sections of the registration packet.
2. Be prepared to make check payable to Sandbridge Chapel Day School (SCDS) or to make credit/debit card payment (2.5% fee) or ACH withdrawal for the appropriate registration fee.
3. If we do not have space available in the program you request, we will put you on our waiting list and call you as soon as space becomes available. No registration fee is required for the wait list.
4. Bring your child's shot records, physical form and original birth certificate or other proof of identity (birth registration card, passport, hospital notification of birth) to the school office **on or before** the first day of school. We will not be able to complete your packet until we see your child's original birth certificate.
5. Emergency Forms, class placement, and the school calendar will be mailed home in August to all students enrolled.
6. The monthly tuition for each age group is based on an annual fee that covers all weeks of the school year from Sept. 5<sup>th</sup>- June 15<sup>th</sup>. This monthly tuition does not cover Spring Break Week or Christmas Break Week. We will offer camps those weeks and charge a weekly rate for those who need to attend.

God Bless,

Angela Kirkland  
Day School Director  
(757) 721-2401  
[scds@cox.net](mailto:scds@cox.net)

# Infant and Waddler Program Information

## Ages

Infant: 6weeks-18 mos.

Waddler: 18 mos-2.5 years

## Hours of Operation

Each class runs Monday through Friday from 9:00am -12:00pm

We will also have Extended Care options available:

- Before Care will be from 7:00-9:00
- Lunch Bunch will be from 12:00-1:00
- After Care will be from 12:00-6:00
- Full Day Care will be from 7:00-6:00

## FEES

**Non-refundable Registration Fee - \$80**

### **Monthly Class Fee (9:00-12:00)**

<b>2 Day</b>	\$142
<b>3 Day</b>	\$210
<b>5 Day</b>	\$350
<b>Daily Drop In</b>	\$22

### **Extended Care Fees**

**Full Day Care Fee (7:00-6:00)**(Fee includes before care, class fee, and after care fees):

<b>2 Day</b>	\$389
<b>3 Day</b>	\$583
<b>5 Day</b>	\$963
<b>Daily Drop In</b>	\$52

### **Before Care Fees (7:00-9:00)**

<b>2 Day</b>	\$74
<b>3 Day</b>	\$110
<b>5 Day</b>	\$184
<b>Daily Drop In</b>	\$12

**Lunch Bunch Fees (12:00-1:00)**(Children must bring their own lunch in a bag labeled with their name and date)

<b>2 Day</b>	\$37
<b>3 Day</b>	\$56
<b>5 Day</b>	\$93
<b>Daily Drop In</b>	\$10

### **After Care Fees (12:00-6:00)**

<b>2 Day</b>	\$219
<b>3 Day</b>	\$328
<b>5 Day</b>	\$546
<b>Daily Drop In</b>	\$30

# Toddler Program Information

## Ages

2.5-3.5 years old

\*\*must be 2.5 by first day of school\*\*

## Hours of Operation

Each class runs Monday through Friday from 9:00am -12:00pm

We will also have Extended Care options available:

- Before Care will be from 7:00-9:00
- Lunch Bunch will be from 12:00-1:00
- After Care will be from 12:00-6:00
- Full Day Care will be from 7:00-6:00

## FEES

**Non-refundable Registration Fee - \$80**

### **Monthly Class Fee (9:00-12:00)**

<b>2 Day</b>	\$137
<b>3 Day</b>	\$205
<b>5 Day</b>	\$338
<b>Daily Drop In</b>	\$20

### **Extended Care Fees**

**Full Day Care Fee (7:00-6:00)**(Fee includes before care, class fee, and after care fees):

<b>2 Day</b>	\$328
<b>3 Day</b>	\$492
<b>5 Day</b>	\$778
<b>Daily Drop In</b>	\$42

### **Before Care Fees (7:00-9:00)**

<b>2 Day</b>	\$47
<b>3 Day</b>	\$95
<b>5 Day</b>	\$124
<b>Daily Drop In</b>	\$8

**Lunch Bunch Fees (12:00-1:00)**(Children must bring their own lunch in a bag labeled with their name and date)

<b>2 Day</b>	\$29
<b>3 Day</b>	\$39
<b>5 Day</b>	\$65
<b>Daily Drop In</b>	\$7

### **After Care Fees (12:00-6:00)**

<b>2 Day</b>	\$147
<b>3 Day</b>	\$221
<b>5 Day</b>	\$370
<b>Daily Drop In</b>	\$20

# Pre-K Program Information

## Ages

3.5-5 years

(must be 3.5 by first day of school year, must be potty trained)

## Hours of Operation

Each class runs Monday through Friday from 9:00am -12:00pm

We will also have Extended Care options available:

- Before Care will be from 7:00-9:00
- Lunch Bunch will be from 12:00-1:00
- After Care will be from 12:00-6:00
- Full Day Care will be from 7:00-6:00

## FEES

**Non-refundable Registration Fee - \$80**

### **Monthly Class Fee (9:00-12:00)**

<b>2 Day</b>	\$128
<b>3 Day</b>	\$193
<b>5 Day</b>	\$320
<b>Daily Drop In</b>	\$18

### **Extended Care Fees**

**Full Day Care Fee (7:00-6:00)**(Fee includes before care, class fee, and after care fees):

<b>2 Day</b>	\$307
<b>3 Day</b>	\$452
<b>5 Day</b>	\$717
<b>Daily Drop In</b>	\$38

### **Before Care Fees (7:00-9:00)**

<b>2 Day</b>	\$47
<b>3 Day</b>	\$95
<b>5 Day</b>	\$124
<b>Daily Drop In</b>	\$8

**Lunch Bunch Fees (12:00-1:00)**(Children must bring their own lunch in a bag labeled with their name and date)

<b>2 Day</b>	\$27
<b>3 Day</b>	\$37
<b>5 Day</b>	\$61
<b>Daily Drop In</b>	\$5

### **After Care Fees (12:00-6:00)**

<b>2 Day</b>	\$137
<b>3 Day</b>	\$205
<b>5 Day</b>	\$338
<b>Daily Drop In</b>	\$22

# School-Age Program Information

## Ages

Kindergarten Enrichment: 5-6 years old (must be 5 by Sept. 30<sup>th</sup> of current school year)

K-5<sup>th</sup> Grade: 5-12years (must be 5 by Sept. 30<sup>th</sup> of current school year)

## Hours of Operation

On Regular School Days

Kindergarten Enrichment: 11:30-6:00

K-5<sup>th</sup> Grade: 3:00-6:00

On Early Release Days

Kindergarten Enrichment: 10:30-6:00

K-5<sup>th</sup>: 12:30-6:00

On Days VBPS is closed due to Teacher In-service or School Breaks (Christmas and Spring Break are not included in monthly tuition)

Kindergarten Enrichment: 7:00-6:00

K-5<sup>th</sup>: 7:00-6:00

## FEES

**Non-refundable Registration Fee - \$80**

### **Kindergarten Enrichment**

<b>2 Day</b>	\$195
<b>3 Day</b>	\$293
<b>5 Day</b>	\$488
<b>Daily Drop In</b>	\$28

### **K-5<sup>th</sup>**

<b>2 Day</b>	\$140
<b>3 Day</b>	\$215
<b>5 Day</b>	\$351
<b>Daily Drop In</b>	\$20



## Child Registration Form

**(Physical, Shot Records and Birth Certificate Must be turned in by the 1<sup>st</sup> day of school/camp.)**

<b>For Office Use Only:</b>	<b>Date of application:</b> <b>Teacher/Program:</b> <b>Registration Paid:</b>	<b>Date of Entry:</b>  <b>Last Day attended:</b>
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### PLEASE SELECT PROGRAM(S) ENROLLING IN

Preschool Class 9:00-12:00	Circle Days Attending	Extend Care Hours for Infant through 4 year old	Circle Days Attending	School-Age Programs	Circle Days Attending
Infant	M T W T H F	Full Day (7:00-6:00)	M T W T H F	Kindergarten Enrichment	M T W T H F
Waddler	M T W T H F	Before Care (7:00-9:00)	M T W T H F	K-5 After School Care	M T W T H F
Toddler	M T W T H F	Lunch Bunch (12:00-1:00)	M T W T H F		
Pre-K	M T W T H F	After Care (12:00-6:00)	M T W T H F		

### STUDENT INFORMATION

<b>Student's Name:</b>	<b>Name child prefers to be called:</b>	<b>Age:</b>	<b>Sex:</b>
<b>Date of Birth:</b>			
<b>Home Address:</b>			
<b>Please list the names of school/daycare centers previously attended:</b>			
<b>If your child will be attending Sandbridge Chapel Day School and another school/program, please give the name of the other school/program and grade:</b>			
<b>Does your family have a church home?</b>		<b>If so, what church?</b>	

### PARENTS/GUARDIANS INFORMATION

<b>Mother:</b>	<b>Employer:</b>	<b>Business Phone:</b>	<b>Email Address</b>
<b>Home Address: (If different)</b>		<b>Home Phone:</b>	<b>Cell Phone Number and Provider:</b>
<b>Father:</b>	<b>Employer:</b>	<b>Business Phone:</b>	<b>Email Address</b>
<b>Home Address: (If different)</b>		<b>Home Phone:</b>	<b>Cell Phone Number and Provider:</b>

<b>Person(s) or Agency Having Legal Custody of Child if other than parent listed above:</b>	<b>Business Phone:</b>	<b>Email Address:</b>
<b>Home Address:</b>	<b>Home Phone:</b>	
<b>Business Address:</b>	<b>Cell Phone Number and Provider:</b>	

### Agreements

1. I hereby **give** permission for the above named child to participate in field trips with the school. I understand that I will be notified prior to a scheduled field trip, and will be give information regarding transportation, destination, special lunch or food arrangements, arrival and departure time. I hereby release Sandbridge Chapel Day School, its employees and agents from any and all liability for injuries sustained by my child while preparing for, going to, participating in, or returning from said field trips.
2. I hereby provide my consent for Sandbridge Chapel Day School to use photographs and/or interviews with me and/or my child(ren) in connection with publicizing or promoting the school.
3. I agree to hold Sandbridge Chapel Day School harmless for any harm that my child/ren may experience while under the care of any staff I employ as a childcare provider outside of SCDS. I am aware of the program's No Babysitting Policy and chose to take exception to that policy.

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**Signature of Parent/Guardian:**

**Date:**

### Program Information

To ensure an understanding and acknowledgement of program information, please review and initial each item below:

Staff will attempt to notify me whenever my child becomes ill, has behavior issues, or in situations of emergency or inclement weather. I will arrange to have my child picked up within one hour of notification.

\_\_\_\_\_

If my child or someone in my household comes down with a reportable communicable disease, I will notify staff within 24 hours so they can notify the parents of other students and the local health department when necessary (all names will remain confidential).

\_\_\_\_\_

An emergency operations plan has been developed to help staff and participants be prepared for emergency situations. This is posted in all classrooms and is updated each fall. A copy of the plan is available upon request.

\_\_\_\_\_

I will provide my child's proof of identity (original birth certificate, passport, hospital record of birth), physical, and immunization record by my child's first day of attendance.

\_\_\_\_\_

I have reviewed the contents of the Parent Handbook and will comply with all its contents.

\_\_\_\_\_

I understand that the termination/withdrawal policy of SCDS requires a two week written notice. If proper notice is not provided I will be responsible for the tuition fees.

\_\_\_\_\_

Tuition is due prior to attendance. I am aware of the specific tuition fees and deadlines for the registered program. Late payments will be assessed a fee and could result in the child being unable to attend programs.

\_\_\_\_\_

I hereby certify that all information noted above is correct and true. I understand the financial commitment involved in enrollment at Sandbridge Chapel Day School. In addition, I agree to meet the financial commitment to Sandbridge Chapel Day School and to abide by the policies and procedures set forth in the Parent Handbook.

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**Signature of Parent/Guardian:**

**Date:**