

# DENBIGH BAPTIST CHRISTIAN SCHOOL

13010 Mitchell Point Road ✧ Newport News ✧ Virginia ✧ 23602-6912  
 (757)249-2654 FAX(757)249-9480



*A Ministry of  
 Denbigh Baptist Church*

Debbie Drivas  
 Summer EC Director  
 Day Care  
 (757) 947-1267  
 Or  
 (757) 813-1380

## *Summer Extended Care (EC) Program*

<b>SESSION</b>	MAY 30-AUG.13
<b>CLOSED</b>	<b>MAY 29 &amp; JULY 4TH</b>
<b>HOURS</b>	MONDAY—FRIDAY 6:30AM-6:00 PM
<b>REGISTRATION FEE</b>	\$25.00 Per Child \$50.00 Max Per Family
<b>RATES</b>	
<b>FULL TIME</b>	\$125.00 Per Week
<b>DAILY RATES</b>	\$30.00 Per Day



# WELCOME LETTER

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**D**ear Parents of Summer EC,

We are looking forward to a fun and exciting Summer EC program this year. We are so happy you have chosen to be a part of it.

**FEE -** Payments are due on the **Monday -or the first day of attendance each week.** Weekly payments are NOT billed through the school office. Please hand your Payment to the EC Director when you arrive in the morning so we can correctly update your account.

**SIGNING IN & OUT-** Parents are required by the State of Virginia to sign their child or children in and out each day. This also gives the staff the opportunity to speak with you about any questions or to communicate any changes to the daily schedule.

**MEALS** Breakfast will be provided from 7:00- 8:00 am. Any child that arrives after 8:00 am will need to have breakfast before they arrive or they may bring their own. Lunch will be from 11:30 - 12:00. Children will be responsible for bringing their lunch as well as drinks and snacks to sustain them throughout the day. Snacks and drinks will also be available for purchase. Please send a water bottle each day or one may be left at the center during the summer. Write your child's name on all of their belongings.

**FIELD TRIPS-** Scheduled field trips will be taken twice a week. On field trip days it is very important that everyone arrives on time. Please see the calendar for information on the scheduled field trips. All field trips are subject to change. Please be sure to fill out the field trip permission form in your packet.

**WATER FUN DAYS-** Twice a week will be "Water Fun Days" weather permitting. Please have your child dressed in their "swim gear" (under their clothes) at the beginning of the day. Also be sure to fill out the Sunscreen Permission Slip that is in your packet and send a towel.

Lastly, please fill out the Vacation Form to let us know any days you know your child will be absent. This allows me to schedule staff accordingly.

Please feel free to contact me at anytime.

Sincerely,  
Debbie Drivas  
Summer EC Director  
Day Care (757) 947-1267

**THIS CENTER IS EXEMPT FROM LICENSURE**



# FINANCIAL INFORMATION 2017-2018

## 1. Registration and Fees

*These fees are non-refundable*

- \* **\$25** Registration fee per student / **\$50** max. per family

## 2. EC Fee

*I understand that my weekly fees are as follows: \$125.00 per child per week.*

<b>Session</b>	<b>Monday through Friday 6:30-6:00pm</b> <b>Closings:</b> <b>May 29th &amp; July 4th</b>
<b>Full Time</b>	<b>\$125.00 Per Week</b>
<b>Daily Rates</b>	<b>\$30.00 Per Day</b>

## 3. Fee Schedule

- \* A late fee of \$1.00 per minute per child will be assessed when a child is left beyond the center's operating hours. The late pick-up fee does not constitute an agreement to provide after hours service, nor will the late fee be applied toward the EC fee.
- \* EC fees are not subject to proration for illness, holidays, or emergency closure of the center. If the hours my child attends change in any way, I will notify the center immediately so appropriate staffing may be arranged.
- \* I agree to pay the full EC fee even if my child is absent for one or more days; however, for each full calendar week my child is absent, the EC fee will be discounted to **\$40.00** per week per child as a reservation fee. I understand I will receive (2) reservation weeks per year and the payment for reservation fees should be made in advance of the absence when possible. The center requests a two week notice of an intended vacation.
- \* All EC fees are due in advance of services rendered.
- \* A non refundable annual registration fee of \$25.00 per child is due at the time of enrollment.
- \* Accounts two weeks in arrears may result in immediate termination of service.



# SUMMER EC APPLICATION 2017-2018

Denbigh Baptist Christian School adheres to a policy of admitting students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded, or made available to students at the school. DBCS does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational, athletic, or any other policies or school-administered programs. However, DBCS reserves the right to refuse admission to, or dismiss, any student if they or their family profess, promote, or participate in a lifestyle that is contrary to the established teaching of Denbigh Baptist Church.

**Student's Name:** \_\_\_\_\_  
*Last First Middle*

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age:** \_\_\_\_\_ Male  Female

**Address:** \_\_\_\_\_

\_\_\_\_\_  
*City State Zip Code*

Student's Cell Phone: \_\_\_\_\_

Parental Marital Status:  Married  Separated  Divorced  Single  Custody Paperwork

Student lives with:  Father  Mother  Stepfather  Stepmother  Other \_\_\_\_\_

**Family 1**

**Father/Guardian** \_\_\_\_\_ **Mother/Guardian** \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Cell # \_\_\_\_\_ Cell # \_\_\_\_\_

Home # \_\_\_\_\_ Home # \_\_\_\_\_

Work # \_\_\_\_\_ Work # \_\_\_\_\_

E-Mail \_\_\_\_\_ E-mail \_\_\_\_\_

Place of Employment \_\_\_\_\_ Place of Employment \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Church Affiliation \_\_\_\_\_

**Family 2**

**Father/Guardian** \_\_\_\_\_ **Mother/Guardian** \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Cell # \_\_\_\_\_ Cell # \_\_\_\_\_

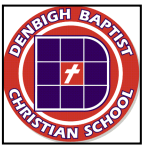
Home # \_\_\_\_\_ Home # \_\_\_\_\_

Work # \_\_\_\_\_ Work # \_\_\_\_\_

E-Mail \_\_\_\_\_ E-mail \_\_\_\_\_

Place of Employment \_\_\_\_\_ Place of Employment \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Church Affiliation \_\_\_\_\_



Summer EC Application continued

Give two LOCAL emergency contacts who can pick up your child at school in case of an illness or an emergency school closing, if we are unable to reach you

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Condition of student's health: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Does your child have any disability or medical condition that may require special services or care?

\_\_\_\_\_ No \_\_\_\_\_ Yes If "Yes" please explain \_\_\_\_\_

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

Does your child suffer from any allergies? \_\_\_\_\_ No \_\_\_\_\_ Yes

If "Yes", what is the allergy?

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

What is the treatment ?

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

What medication is needed ?

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

Names and grades of siblings attending Summer EC \_\_\_\_\_

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



# PERMISSION FORMS

## Bug Spray Permission Form

I give permission for the staff of DBCS Summer EC to apply bug spray on my child(ren)

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I understand I must provide the bug spray to be used. The bug spray I provide must be labeled with my child's (family) name and cannot be used for any other non-family child at the school.

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

## Sunscreen Permission Form

I give permission for the staff of DBCS Summer EC to apply sunscreen on my child(ren)

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I understand I must provide the sunscreen to be used. The sunscreen I provide must be labeled with my child's (family) name and cannot be used for any other non-family child at the school.

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

## Field Trip Permission Slip

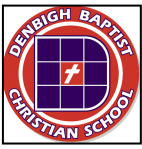
**Field Trip Location: See Calendar**

**Date and Time: See Calendar**

My child, \_\_\_\_\_, has permission to attend the above named Summer EC field trip. I understand that my child/children will be accompanied by the Summer EC staff members and are subject to all daycare rules and regulations.

*I also give permission for emergency medical treatment as deemed necessary by attending medical personnel while my child is under the supervision of DBCS Summer EC Program.*

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



# VACATION FORM

*Please write your child's name at the top and the reason by the week / days you know they will not be attending Summer EC.*

**Name** \_\_\_\_\_  
*Last, First, Middle*

May 29—EC is Closed: Memorial Day

May 30—June 2 \_\_\_\_\_

June 5—June 9 \_\_\_\_\_

June 12—June 16 \_\_\_\_\_

June 19—June 23 \_\_\_\_\_

June 26—June 30 \_\_\_\_\_

July 3—July 7 \_\_\_\_\_

July 4: EC IS CLOSED—Independence Day

July 10—July 14 \_\_\_\_\_

July 17—July 21 \_\_\_\_\_

July 24—July 28 \_\_\_\_\_

July 31—August 4 \_\_\_\_\_

August 7—August 11 \_\_\_\_\_



# TEXT ALERTS

## Join DBCS Summer Extended Care



### Reminders & Alerts!

Subscribe to DBCS Summer Extended Care here  
<https://www.remind.com/join/dbcss>

To receive messages via text, text **@dbcss** to **81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @dbcss'.

Trouble using 81010? Try texting @dbcss to (757) 512- 7894 instead.

Or to receive messages via email, send an email to **dbcss@mail.remind.com**.

To unsubscribe, reply with 'unsubscribe' in the subject line.



Enter this number

Text this message



#### What is remind App and why is it safe?

Remind App is a free, safe, and simple messaging tool that helps teachers and staff share important updates and reminders with students and parents. Subscribe by text, email, or using the Remind App. All personnel information is kept private. Teachers and Staff will never see your phone number, nor will you see theirs. Visit remind.com to learn more.

Stay informed about Summer EC news. Sign up today!