

VIRGINIA BEACH PARKS & RECREATION

Out-of-School Time Programs Safe Learning Centers for School Aged Children Registration Checklist

Please review the information below regarding the enrollment requirements for child care. If you have any questions, please feel free to contact Registration Management directly at 757-385-0402 or by e-mail OSTRegistration@vb.gov.

HOW TO ENROLL YOUR CHILD

1. Complete and Submit the SLC Enrollment Inquiry Form for each eligible child
 2. Ensure your child's ePACT record is complete and all required documents are uploaded
 3. An OST Registration Management Representative will contact you for payment upon eligibility approval
- Registration will only be confirmed after all steps above are completed. Thank You!

ADDITIONAL REQUIRED FORMS AND DOCUMENTS – IF APPLICABLE TO YOU

LEGAL DOCUMENTATION FOR LEGAL GUARDIANS OR PERSON NOT-AUTHORIZED TO PICK-UP INDICATED

- ✓ Current Custody Order from the Courts or Notarized Power of Attorney

Note – Notarized Power of Attorney must indicate the legal guardian has the right to perform parental acts such as registering for daycare and/or school. A Medical Power of Attorney is not acceptable for proof of guardianship.

Please upload to your child's ePACT record to avoid a delay in programs and/or being withdrawn

ORIGINAL BIRTH CERTIFICATE OR VALID PASSPORT PROVIDED FOR VIEWING

CURRENT COMMONWEALTH OF VIRGINIA SCHOOL ENTRANCE HEALTH FORM

Health Information Form/Comprehensive Physical Examination Report/Certification of Immunization

- ✓ Please ensure all sections on this form are completed accurately and fully

Please upload to your child's ePACT record if you decline the Release of Virginia Beach City Public Schools Student Information waiver

Will your child require medication to be administered during program? If yes:

[MEDICATION CONSENT FORM](#)

- ✓ Submit our form at least 2 weeks prior to beginning

Note – Please review our form to ensure all sections are accurately completed. Incomplete and/or outdated forms will delay the approval process.

Please upload our forms documents to your child's ePACT record to avoid a delay in programs and/or being withdrawn

Will your child require an epinephrine injection during program? If yes:

[CONSENT AND RELEASE OF EPINEPHRINE FORM](#)

- ✓ Submit our form at least 2 weeks prior to beginning

Note – Please review our form to ensure all sections are accurately completed. Incomplete and/or outdated forms will delay the approval process.

Please upload these documents to your child's ePACT record to avoid a delay in programs and/or being withdrawn

Does your child require an accommodation? If yes, the form below is required

INCLUSION, ACCOMMODATION & SPECIAL NEEDS REQUEST FORM

- ✓ Complete the appropriate form on-line at www.vb.gov/inclusion
- ✓ E-mail completed form to princlusionservices@vb.gov

Note – Accommodations do not automatically transfer. An Inclusion Specialist will contact you once they have received your request.
