

VIRGINIA BEACH PARKS & RECREATION

Out-of-School Time Programs Licensed Early Childhood Summer Registration Checklist

Please review the information below regarding the registration requirements for our licensed early childhood programs. If you have any questions, please feel free to contact Early Childhood directly at 757-385-0470 or by e-mail OSTEarlychildhood@vb.gov.

HOW TO REGISTER YOUR CHILD IN ONE OF OUR EARLY CHILDHOOD PROGRAMS

1. Meet with one of our Early Childhood Program Supervisors at Bow Creek, Kempsville, Princess Anne or Williams Farm Recreation Center. They will share program expectations, registration requirements and answer any questions you may have.
 2. Complete and return the required forms and documents detailed below to the Early Childhood Program Supervisor
 3. An OST Registration Management Representative will contact you for payment following registration approval
- Registration will only be confirmed after all steps above are completed. Thank You!

REQUIRED FORMS AND DOCUMENTS

SUMMER REGISTRATION FORM COMPLETED

4. All sections on each page are completed and signed by a parent/legal guardian
5. At least 2 adults, other than a parent are indicated as Emergency Contacts & Authorized to Pick-Up

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

6. 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.

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

7. Please ensure all sections on this form are completed accurately and fully

Note – This document is required per Licensing Regulations. Incomplete and/or out dated forms will delay the registration process

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

MEDICATION Consent Form

8. 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 Incomplete and/or outdated forms will delay the approval process.

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

CONSENT AND RELEASE OF EPINEPHRINE FORM

9. 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.

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.vbgov.com/inclusion
- ✓ E-mail completed form to princlusionsservices@vb.gov

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

Would you like to have your payments set up on autopay? If yes:

AUTHORIZATION FOR AUTOMATIC PAYMENTS FORM PROVIDED

- ✓ Submit at least 5 business days prior to the payment due date

Note – Automatic Payments do not transfer between programs. A new form is required for each registration period.
