



ENROLLMENT APPLICATION

Pre-K Before & After Care Summer Camp

CHILD'S INFORMATION

Child _____ Nickname _____ Date of Birth _____ Sex _____

Address _____ Home Phone _____

Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed _____

Previous Child Day Care and Schools Attended _____

PARENT(S)/GUARDIAN(S) INFORMATION

Father _____ Home Address _____ Home Phone _____

Employed by _____ Address _____ Business Phone _____

Mother _____ Home Address _____ Home Phone _____

Employed by _____ Address _____ Business Phone _____

Email: _____

Person(s) or Agency Having Legal Custody of Child _____

Home Address _____ Home Phone _____

Business Address _____ Business Phone _____

EMERGENCY INFORMATION

Allergies or Intolerance to Food, Medication, etc. and Action to Take in an Emergency _____

Child's Physician _____ Phone _____

Two People to Contact if Parent(s) Cannot Be Reached

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Person(s) Authorized to Pick Up Child _____

Person(s) Not Authorized to Pick Up Child _____

- Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up child.
 - NOTE: Section 22.1-4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center shall be included, upon the request of such noncustodial parent, as an emergency contact for the student's school or day care activities.
1. The child day care center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so, requested by the center.
 2. The parent(s)/guardian(s) authorize the child day care center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. **If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s)/guardian(s) that states the objection and the reason for the objection.**
 3. The parent(s)/guardian(s) agrees to inform the center within 24 hours or the next business day after their child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health except for life threatening diseases which must be reported immediately.
 4. All delinquent accounts are subject to collection agencies and all fees. A two-week written notice must be given before withdrawal and/or changes to enrollment.
 5. Payment is due regardless of attendance unless vacation is used. Parent is responsible for all "hold spot" fees (\$50.00 and up).
 6. We only administer prescription medicine.

SIGNATURES

Parent/Guardian _____ Date _____

Director _____ Date _____

Date Child Entered Care _____ Date Child Left Care _____

OFFICE USE ONLY – IDENTITY VERIFICATION

If proof of identity is required and a copy is not kept, please fill out the following:

Birthplace _____ Birth Date _____ Birth Certificate # _____ Issue Date _____

Other Form of Proof _____ Date Viewed _____ Viewed by _____

Date of Notification of Law-Enforcement Agency (when required proof of identity is not provided) _____

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record, passport, copy of the placement agreement or proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or a copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e. after school program) or the center transfers responsibility for the child directly to the school (i.e. before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child daycare program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposal of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.