
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 the child.

PREVIOUS DAY CARE ATTENDED

Name of Program

Address

Phone Number

Dates Added

Name of Program

Address

Phone Number

Dates Added

Name of Program

Address

Phone Number

Dates Added

PREVIOUS SCHOOLS ATTENDED

Name of School

Address

Phone Number

Dates Added

Name of School

Address

Phone Number

Dates Added

Name of School

Address

Phone Number

Dates Added

AGREEMENTS

1. The child day center agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible if so requested by the center.

2. The parent/guardian authorizes the child day center to obtain immediate medical care if any emergency Occurs when they cannot be located immediately. *

SIGNATURES

Parents or Guardian

Date

Administrator of Center

Date

Date Child Entered Care: _____ Date Left Care: _____

*If there is an objection to seeking emergency medical care, a statement should be obtained from the parents or guardian that states their objection and the reason for their objections.

IDENTITY VERIFICATION

N/A - Birth Certificate is on file in student's records.

Place of Birth

Birth Date

Birth Certificate Number

Date Issued

Other Form of Proof

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 other proof of the child's identity from a child placing agency, record from a public school in Virginia, or certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented. 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 of 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.