

			T	K3	K4	K5	E
<b>Harbour Tugboats @ Lynnhaven</b>			P/T		F/T		
<b>2801-A Virginia Beach Blvd.</b>			Welcome letter sent				
<b>Virginia Beach, VA 23452</b>			Start date		/	/	
<b>(757) 962-8440</b>							
Child	Birth:	Gender M F	Nickname:				
Address:		Phone: (    )    -					
Previous Child Care Programs/Schools Attended:							
School/program child attends other than Tugboats:				Phone: _____			
<b>PARENT(S) / GUARDIAN</b>							
<b>Father</b>		<b>Employer:</b>		Work:			
Home Address:				Cell:			
<b>Mother</b>		<b>Employer:</b>		Work:			
Home Address:				Cell:			
Person/Agency with legal custody of child:							
Home Address:				Home:			
Business Address:				Phone:			
<b>EMERGENCY INFORMATION</b>							
Child's Physician:				Phone:			
Medical Allert:(Allergies/Medication,etc)							
Action to take:							
Contacts if Parents cannot be reached:		Address:			Phone:		
1st _____		_____			(    )    -		
2nd _____		_____			(    )    -		
Person(s) authorized to pick up child:							
Person(s) NOT authorized to pick up child:							
*Appropriate paperwork (custody papers) shall be attached if a parent is not permitted to pick up child.							
<b>Note:</b> Section 22.14.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the non-custodial parent of a student enrolled in a public school or daycare center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.							
<b>032-05-252/10 (8/00)</b>				<b>(OVER)</b>			

## AGREEMENTS

1. The child day center agrees to notify the parent/guardian(s) whenever the child becomes ill; the parent or 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 center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately.\*\*
3. The parent(s)/guardian(s) agree to inform the center within 24 hours or the next business day after his 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.

## SIGNATURES

Parent(s) / Guardian(s) \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Administrator of Center: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Child Entered Care:        /        /                      Date Child Left Care: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*If there is an objection to seeking emergency medical care, a statement should be obtained from the Parent(s) or Guardian(s) that states the objection and the reason for the objection.**

## OFFICE USE ONLY

### IDENTITY VERIFICATION

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

<b>Place of Birth:</b>	<b>Birth Date:</b>	<b>Birth Certificate Number</b>	<b>Date Issued:</b>
<b>Other Form of Proof:</b>	<b>Date Document Viewed:</b>	<b>Person Viewing Document</b>	

Date of Notification of Local Law-Enforcement Agency (When proof of identity is not provided) **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

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 (foster care and adoption agencies), record from a public school in Virginia, 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 or a copy of the entrustment agreement conferring temporary custody of a child to an independent foster parent.

Viewing the child's proof of identity is not necessary when the child attends public school in Virginia and the center assumes responsibility for the child directly to the school. While programs are not required to keep proof of the child's identity, documentation of viewing this information must be maintained for each child attending this program.

**032-05-252/10 (8/00)    Adapted and revised for use by Harbour Tugboats Daycare    5/15/06**