

Cuddlebugs Child Development Center, LLC Child Registration Form

Child	Nickname	Date of Birth	Sex
911 Address & Mailing Address			Home Phone
Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed			
Previous Child Day Care Programs and Schools Attended			
If Child Attends this Center and Another School/Program, Give Name of School/Program			Grade

Parent(s)/Guardians

Parent	Place Employed	Business Phone	Home and/or Cell Phone
Physical & Mailing Address		Email	
Parent	Place Employed	Business Phone	Home and/or Cell Phone
Physical & Mailing Address		Email	
Person(s) or Agency Having Legal Custody of Child if not Parents			Guardian Email
Guardian Physical & Mailing Address			Guardian Home Phone
Guardian Employer & Employer Address			Guardian Business Phone

Emergency Information

Allergies or Intolerance to Food, Medication, etc., and Action to Take in an Emergency		
Child's Physician	Physician's Phone	
Emergency Contacts if Parents/Guardians Cannot be Reached		
Emergency Contact 1	Emergency Contact 1: 911 Address	Emergency Contact 1: Phone Numbers
Emergency Contact 2	Emergency Contact 2: 911 Address	Emergency Contact 2: Phone Numbers
Person(s) Authorized to Pick up Child (Please include a phone number for each person)		
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.
 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 must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

Agreements

1. The child day 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 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.
4. The parent(s)/guardian(s) have received, read, and understand all policies and procedures outlined in the Parent Handbook.

Signatures

Parent(s)/Guardian(s)	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 parent(s) or guardian(s) that stated 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.

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof		Date Document Viewed	Person Viewing Document

Notification of Local Law-Enforcement Agency (When required 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 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 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 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.
- Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition 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 the unreadable or indecipherable by any means.