

DIVISION OF LICENSING PROGRAMS  
VIRGINIA DEPARTMENT OF SOCIAL SERVICES

**ST. PAUL LUTHERAN CHILD CARE CENTER**

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Child's Name (last)	First	Middle	Nickname	Sex (F or M)
Address	Street	Town	State	Zip
Father's Name	Last	First	MI	Home Telephone #
Father's Employer	Address		Work Phone No.	
Mother's Name	Last	First	MI	Home Telephone No.
Mother's Employer	Address		Work Phone No.	
Legal Custodian(s)	Address & Telephone if different than parents			
Previous Day Care(s) attended				
Any Chronic Medical Conditions				
Allergies or intolerance to food, medications, etc, and action to take in emergency				
Child's Physician	Tel. Number			
Names, addresses, tel. number for 2 emergency contacts				
Persons authorized to pick up child				
Persons NOT allowed to pick up child*				

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## AGREEMENTS

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

The parent/guardian authorizes the child day center to obtain immediate medical care if any emergency occurs when he cannot be reached immediately. This is not required by state regulation if the parent has an objection to the provision of such care on religious or other grounds.

Other: \_\_\_\_\_

## SIGNATURES

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Administrator/Director of Center \_\_\_\_\_ Date \_\_\_\_\_

Date Child Entered Daycare \_\_\_\_\_ Date Withdrawn \_\_\_\_\_

### FOR OFFICE USE ONLY IDENTITY VERIFICATION

Place of Birth \_\_\_\_\_ Date \_\_\_\_\_ Certificate No. \_\_\_\_\_

Other form of proof \_\_\_\_\_

Proof of the child's identity and age may include a certified copy of the child's birth certificate, notification of birth by the hospital or midwife (certificate) baptismal record, or a school record from a public school in Virginia, or a certification by a principal or his designee in a public school in the U.S. that a certified copy of a 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 program assumes responsibility for the child directly from the school. While the programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

\*Appropriate paperwork such as the divorce decree shall be attached if a parent is not allowed to pick up a child.

NOTE: Give parent or guardian a copy of this form.