22 VAC 15-130-80

Rev 12/2011

Please complete form in its entirety. If not applicable, write "N/A". Please do not leave blanks.

KIDS IN DISCOVERY PRESCHOOL

Discovery United Methodist Church
13000 Gayton Road – Richmond, VA 23233
Phone: (804)360-7421 Fax: (804)360-5492
Email: kidsindiscovery@discoverymethodist.org
www.kidsindiscovery.org

STUDENT INFO

Date _____

Child's Full Name	Preferred Name	Sex
Street Address		Home Phone
City	State	Zip Code
Family Email Address(es)	Previous Program Child Attended	Religious Preference & Church Attended
If child attends this center and another school/program, give name of school/program		Date of Birth

PARENT(S)/GUARDIAN (S) INFORMATION

Marital Status of Parents: □ **Married** □ **Separated since ___/___** □ **Divorced since ___/___** □ **Widowed since ___/___** □ **Single**

Child lives with: □ Both Parents □ Father □ Mother □ Other _____

Father's Name or N/A		Cell Phone
Full Home Address (including city, state, zip)		Home Phone
Occupation	Place Employed	Business Phone

Mother's Name or N/A		Cell Phone
Full Home Address (including city, state, zip)		Home Phone
Occupation	Place Employed	Business Phone

Person(s) or Agency Having Legal Custody of Child or N/A	Cell Phone
Full Home Address (including city, state, zip)	Home Phone
Business Name & Address	Business Phone

EMERGENCY INFORMATION – (Needs to be complete to be enrolled)

Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed or N/A:		
Allergies or Intolerance to Food, Medication, etc., and Action to Take In an Emergency or N/A:		
Child's Physician		Physician Phone
1. Emergency Contact Name (Other than Parents)	Relationship to Child	1. Emergency Contact Phone
Street Address (including city, state, zip)		
2. Emergency Contact Name (Other than Parents)	Relationship to Child	2. Emergency Contact Phone
Street Address (including city, state, zip)		

NOTE: Section 22. 1-4 of the Code of Virginia states that unless 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.

OVER ⇨

KIDS IN DISCOVERY PRESCHOOL
Discovery United Methodist Church
13000 Gayton Road – Richmond, VA 23233
Phone: (804)360-7421 Fax: (804)360-5492
Email: kidsindiscovery@discoverymethodist.org
www.kidsindiscovery.org

Person(s) Authorized To Pick Up Child – List all people who are allowed to pick up child. (Under no circumstances will the child be released to anyone not known to the school without authorization from parent or guardian.)
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.
Does this child have any court orders affecting his/her life? □ No □ Yes. If yes, please provide a certified copy of court order.

OFFICE USE ONLY – IDENTITY VERIFICATION **Must be provided within 7 days of enrollment**

Place of Birth	Birth date	Birth Certificate Number	Date Issued

Other Form of Proof	Date Document Viewed	Person Viewing Documentation

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

Proof of the child's identity and age by including 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 child placing agency (foster care and adoption agencies), 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 record was previously presented or copy of 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 school transfer responsibility of the child directly 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 to information must be maintained for each child. Social security cards are not acceptable.

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 number 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.