



Nikki's Christian Academy

Empowering Young Minds.....Strengthening Families.....

Website: nikkischristianlearningcenter.org • Email: nikkischristiandaycare@gmail.com

14900 Cloverdale Road Woodbridge, Virginia 22193

Telephone: (703) 897-6232/6233 • Fax: (703) 897-6234

Child's Name	Nickname	Date of Birth	Sex
Street Address	City, State	Zip Code	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:			

PARENT(S)/GUARDIAN(S)

Father's Name	Date of Birth	Home Street Address	
City, State	Zip Code	Home Phone	Cell Phone
Email Address	Place of Employment		Business Phone
Mother's Name	Date of Birth	Home Street Address	
City, State	Zip Code	Home Phone	Cell Phone
Email Address	Place of Employment		Business Phone

EMERGENCY INFORMATION

Allergies or intolerance to food, medication, etc., and action to take in an emergency:	
Child's Physician (please include physician's name, address, phone number, and name of insurance (if applicable):	Business Phone

Please list two (2) people to contact if parent's cannot be reached:

1.	Full Address	Phone
2.	Full Address	Phone
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.

* NOTE: Section 22.1-4.3 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 day care center (i) shall not be denied the opportunity to participate in any of the students school or daycare activities in which such participation is supported or encouraged by the policies of the school or daycenter solely on the basis of such noncustodial status (ii) shall be included, upon the request of such noncustodial parent, as an emergency contact for the students school or daycare 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)/guardians 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) or 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 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.

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof		Date Documentation 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 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 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 22.1-289.049 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 them unreadable or indecipherable by any means.