

Parent email address.

**DIVISION OF LICENSING PROGRAMS
DEPARTMENT OF SOCIAL SERVICES
CHILD REGISTRATION FORM (Model)**

Child	Nickname	Date of Birth	Sex
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)/GUARDIAN(S)

Father	Place Employed	Business Phone
Home Address		Home Phone
Mother	Place Employed	Business Phone
Home Address		Home Phone
Person(s) or Agency Having Legal Custody of Child		
Home Address		Home Phone
Business Address		Business Phone

EMERGENCY INFORMATION

Allergies or Intolerance to Food, Medication, etc., and Action to Take in an Emergency		
Child's Physician		Phone
Two People To Contact if Parent(s) Cannot Be Reached	Address	Phone
1.	1.	1.
2.	2.	2.
Person(s) Authorized To Pick Up Child		
Person(s) <u>NOT</u> 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.

Photo Release Form

As the parent of a child/children at Willow Tree Academy, LLC, I agree to the following:

- I understand that my child(ren) whose name(s) are listed below may be photographed at Willow Tree Academy, LLC during normal daycare hours, field trips, or activities.
- I understand that these photographs may be used in school newsletters or mounted on the Willow Tree Academy, LLC website and/or facebook page.
- I give permission for my child(ren)'s photographs to be mounted on Willow Tree Academy's website, facebook page, or newsletters. (When names are added, only first names will be used.)

The following are the names of my children attending Willow Tree Academy, LLC:

Yes, I confirm that I have read and understood the above, and agree to have my child (ren)'s photos mounted on the Willow Tree Academy, LLC website, facebook page, or newsletters.

No, I do not wish to have my child (ren)'s photographs published

Name (please print) _____

Signature: _____

Date: _____

If for any reason it is decided upon the parent that your child will no longer be enrolled at Willow Tree Academy. We ask that a 2 week written notice be given to the director. At that point it's also required that tuition is paid for that corresponding 2 weeks period before the child leaves.

Signature _____

Date _____