

COURTHOUSE CHRISTIAN PRESCHOOL

Child Registration Form

(Physical, Shot Records and Birth Certificate Must be turned in prior to the 1st day of school.)

For Office Use Only:	Date of application: Teacher/Program: Registration Paid:	Date of Entry: Last Day attended:
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PLEASE CHECK BOX OF PROGRAM YOU ARE REGISTERING FOR:

<input checked="" type="checkbox"/>	Preschool 9:00-12:30	<input checked="" type="checkbox"/>	Optional Extended Care Hours for the <u>preschool year</u>. These are not for "drop-ins"
	2 year old T/Th Class		2 day full day (7:00a-5:30p)
	2 year old MWF Class		3 day full day (7:00a-5:30p)
	3 year old T/Th Class		5 day full day (7:00a-5:30p)
	3 year old MWF Class		OR
	3 year old 5-Day Class		T/Th, MWF or 5-Day Before Care (7:00a-9:00a)
	4 year old T/Th Class		T/Th, MWF or 5-Day Aftercare (12:30p-5:30p)
	4 year old MWF Class		
	4 year old 5-Day Class		
			There is no Extended Care for our 2 Year Old Program

Student Information

Student's Name:	Name child prefers to be called:	Age:	Sex:
Date of Birth:			
Home Address (include zip code):			
Please list the names of school/daycare centers previously attended:		If your child will be attending Courthouse Christian Preschool and another school/program, please give the name of the other school/program.	
Church Family Attends:			

Parents/Guardians Information

Parent:	Place Employed:	Cell Phone:	Email Address:
Home Address: (If different)	Home Phone:	Work Phone:	
Parent:	Place Employed:	Cell Phone:	Email Address:
Home Address: (If different)	Home Phone:	Work Phone:	

Person(s) Having Legal Custody of Child if other than parent listed above:	Cell Phone:	Email Address:
Home Address:	Work Phone:	

Agreements

1. I/We hereby provide my consent for Courthouse Christian Preschool & Afterschool to use photographs and/or interviews with me and/or my child(ren) in connection with publicizing or promoting the school.
2. I/We hereby provide my consent for Courthouse Christian Preschool & Afterschool to print my child’s name, parent’s name, address, and phone number in a class directory. This directory will be given only to children in your child’s classroom and staff members of Courthouse Christian Preschool & Afterschool. It will not in any way be sold or distributed to any company for solicitation purposes.
3. I/We agree to hold Courthouse Christian Preschool & Afterschool harmless for any harm that my child/ren may experience while under the care of any staff I employ as a childcare provider outside of CCPA.
4. I/We have reviewed the contents of the Parent Handbook, which is on-line, and will comply with all its contents.

Signature of Parent/Guardian

Date:

OFFICE USE ONLY

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): _____
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 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..