



**Morning Care and Extended Day  
Registration Form**

STUDENT INFORMATION			
Child is registering for: <i>Please Circle</i> <b>Morning Care</b> <b>Extended Day</b> <b>Both</b>			
Child's full name	Grade:	Date of birth	Gender
Home address		Home phone	
Any allergies or medical conditions?		Medications to be administered during program hours?	
PARENT(S)/GUARDIAN(S) INFORMATION			
Father's name	place of employment	business phone number	
home address			home phone
Mother's name	place of employment	business phone number	
home address			home phone
person having legal custody of 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 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.



EMERGENCY INFORMATION		
allergies or intolerance to food, medication, etc. and action to be taken in an emergency		
child's physician	phone	
<b>MANDATORY: two people to contact if parent(s) cannot be reached</b>		
contact #1 name	address	phone
contact #2 name	address	phone
person(s) authorized to pick up child		
person(s) NOT authorized to pick up child		

**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**

\_\_\_\_\_ Date

Parent(s) or Guardian(s)

\_\_\_\_\_ Date

Administrator of Center

\*\* 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.



REQUIRED \$30.00 REGISTRATION FEE WILL BE CHARGED TO YOUR  
FACTS ACCOUNT

## **Morning Care Hours of Operation:**

7-7:50 am on all school days

## **Extended Day Hours of Operation:**

3:15-5:30 pm Monday, Tuesday, Thursday, Friday

2:15-5:30 pm on Wednesdays

*Extended Day is also available following 11:30 dismissals, until 5:30 pm, unless otherwise noted on the school calendar.*

## **Fees**

Fees are billed via FACTS, rounded up to the nearest 15 minute increment, at the following rates:

- \$12/hour for 1 child
- \$15/hour for 2 siblings
- \$17/hour for 3 or more siblings

Note: Morning Care fee will be charged as one hour