

Sparks Early Learning Academy

38 Chatham Heights Road, Fredericksburg, VA, 22405

Email: Sparkselacademy@gmail.com

Tele: 540 – 903- 5858

“We Believe children are born ready to learn in their own unique way”

Registration Form

Application Date: _____

Enrollment Date: _____

Withdrawal Date: _____

All Day Program: ___ infants ___ toddlers ___ twos ___ threes ___ blended ___ fours

STUDENT INFORMATION

CHILD'S FULL NAME: _____ NICKNAME: _____

BIRTHDATE: _____ AGE AS OF THIS SEPT. 30: _____ GENDER: _____ MALE _____ FEMALE

STREET ADDRESS: _____ CITY: _____ ZIP CODE: _____

CHILD LIVES WITH: _____

WHO HAS CUSTODY OF CHILD, IF OTHER THAN PARENT: _____

FATHER/GUARDIAN

NAME: _____ CELL PHONE: _____

EMPLOYER: _____ OCCUPATION: _____

WORK PHONE: _____ HOME PHONE: _____

FATHER'S EMAIL ADDRESS: _____

HOME ADDRESS: _____ SAME AS CHILD **OR** _____

MOTHER/GUARDIAN

NAME: _____ CELL PHONE: _____

EMPLOYER: _____ OCCUPATION: _____

WORK PHONE: _____ HOME PHONE: _____

MOTHER'S EMAIL ADDRESS: _____

HOME ADDRESS: _____ SAME AS CHILD **OR** _____

EMERGENCY CONTACTS AND AUTHORIZED PICK-UP PERSONS

Must have TWO local contacts other than child's parents

NAME & ADDRESS:

CONTACT NUMBERS:

1. _____

2. _____

PLEASE LIST ANY PERSON(S) **NOT** AUTHORIZED TO PICK UP YOUR CHILD **OR** ENTER N/A:

Sparks Early Learning Academy

38 Chatham Heights Road, Fredericksburg, VA, 22405

Email: Sparkselacademy@gmail.com

Tele: 540 – 903- 5858

“We Believe children are born ready to learn in their own unique way”

Disclosure Statement

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 mid-wife record), passport, copy of the placement agreement or other proof of the child’s identity from a child placing agency (foster care or adoption agency), record from a public school in New York, certification by a principal or their 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 Brooklyn *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 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 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 undecipherable by any means.

Additionally, 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 must be included, upon the request of such non-custodial parent, as an emergency contact for events occurring during school or day care activities.