



Tysons Corner Children's Center

New Child Registration and Identity Verification Form

The information in this form is required by child day center standards 8vac20-780-60

*Indicate N/A if the information is not applicable to your child/family.

Child's Information

Child's Name: _____
(First) (Middle) (Last)

Nickname: _____ Birth Date: _____ Due Date: _____ Sex: _____

Preferred Start Date: _____ Preferred Site: McLean Spring Hill *Jr. Kindergarten and School-Age at McLean Only

Sibling/Other Children Information

Sibling Currently Enrolled in Center: No Yes- Sibling Name: _____

Sibling Currently on Waitlist: No Yes- Sibling Name: _____

Previous Child Care and School Attendance Information

School/Program Name: _____

Dates Enrolled: _____ to _____ Currently Attending: No Yes- Class Level/Grade: _____

School/Program Contact Name: _____ Contact Number: _____

School/Program Name: _____

Dates Enrolled: _____ to _____ Currently Attending: No Yes- Class Level/Grade: _____

School/Program Contact Name: _____ Contact Number: _____

Allergy/Health/Special Needs Information

Does your child have any allergies or food restrictions: No Yes

o If yes, please explain: _____

Does your child have any medical conditions or activity restrictions: No Yes

o If yes, please explain: _____

Does your child have any health, developmental, or special care needs we should know about? No Yes

o If yes, please explain: _____

Is your child currently taking any medications: No Yes- Please list: _____

Parent/Guardian Information

Mother/Guardian

Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____ Employer: _____

Father/Guardian

Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____ Employer: _____

Legal Custody Agreement for this child? No Yes- Person/Agency with custody: _____

*If yes, please provide appropriate document such as custody papers stating name of child and person/agency with custody.

Local Awareness

How did you hear about Tysons Corner Children's Center: _____

Why did you choose to enroll with us?: _____

Parent/Guardian Signature: _____ Date: _____

Director's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Family Initial Inquiry

Date: _____ Comments: _____

Follow-Up Date: _____ by: _____ via: Email Phone

Did family tour the center? No Yes Site Toured: McLean Spring Hill Both

Comments: _____

Enrollment Information

Family Profile Set-up in Smartcare Smartcare Invitation Sent Child File Documents Sent Child Enrolled on Smartcare

Added to Waitlist: _____ Enrolled in Center: _____ Class Enrolled: _____

\$ _____ + \$ _____ = \$ _____ Payment Received: _____ Staff Initial: _____
Registration Fee 3-Week Deposit Fees Total *This total must be paid to confirm and finalized enrollment

Payment Method: Online Smartcare Payment Check Payment- Check Number: _____ Staff Initial: _____

Individual Sponsorship Agreement Signed Individual Sponsorship Fee: \$ _____ Payment Received- Date: _____

Payment Method: Online Smartcare Payment Check Payment- Check Number: _____ Staff Initial: _____

Identity and Birth Certificate Verification

Child's Full Name: _____
(First) (Middle) (Last)

Place of Birth: _____ Date of Birth: _____ Document of Proof Type: _____

Birth Certificate Number: _____ Date Issued: _____

Verified by: _____ Date Verified: _____
Center Representative's Name (Print) Center Representative's Signature

Check here if required proof of identity is NOT provided- Notification of Local Law-Enforcement Agency is required.

Date of notification of Local Law-Enforcement Agency: _____ Notified by: _____

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.