

Child's Record

Admission Date _____

Discharge Date _____

Name of Child: _____ Birth date: _____

Address: _____ Home Phone: _____

Parent or Guardian Information:

1. Name: _____

Address (if different than above): _____

email address: _____ Home Phone: _____

Place of Employment: _____

Physical Address: _____

Work Phone: _____ Cell Phone: _____

2. Name: _____

Address (if different than above): _____

email address: _____ Home Phone: _____

Place of Employment: _____

Physical Address: _____

Work Phone: _____ Cell Phone: _____

Other Contact Information.

Name, address and telephone number of next-of-kin, other than parents:

If parent or guardian cannot be reached by phone during the time the child is in care, how can he or she be reached?

Name, address, and telephone number of a person other than the parent to be contacted in case the parent can't be reached in an emergency:

Names of persons who are permitted to remove the child from the child care facility:

The facility must be notified by the parent or guardian or any changes to the above information as well as when regular transportation or pick-up methods will vary.