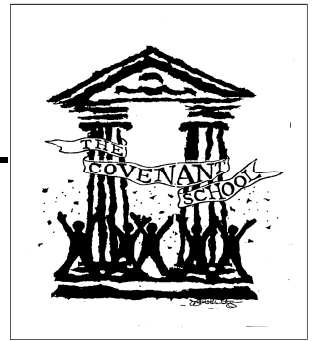


# THE COVENANT CLUB      After-School Program

## 2011-2012 REGISTRATION



Mail this form with a copy of student's birth certificate and Health Form, including immunization records to: Viki Lynch, The Covenant School, 1000 Birdwood Road, Charlottesville, VA 22903 The registration fee for students enrolling in The Covenant Club is \$30.00. This amount will be billed to your student billing account. For more information, please contact Viki Lynch, Director of TCC, at (434) 531-2607.

Child	Nickname	Date of Birth	Sex	Grade
Address		Home Phone: Email:		
Chronic Physical Problems - Pertinent Developmental Information - Special Accommodations Needed				
Previous Child / Day Care Programs and Schools Attended				
<b>PARENT / GUARDIAN INFORMATION</b>				
Mother's Name	Place Employed	Work Phone/Cell Phone		
Home Address		Home Phone		
Father's Name	Place Employed	Work Phone/Cell Phone		
Home Address		Home Phone		
Person (s) Having Legal Custody of Child		Home Phone		
Home Address		Cell Phone		
Business Address		Work Phone		
<b>EMERGENCY INFORMATION</b>				
Allergies or intolerance to food, medication, etc., (including known adverse reactions to sunscreen or insect repellent) and action to take in an emergency:				
Child's Physician		Phone		
Two people to contact if parent(s) cannot be reached (must be local & available to pick up child)		Complete Address (No P.O. Boxes, please)		Phone
1)	1)			1)
2)	2)			2)
Person (s) authorized to pick up child				
Person (s) <b>NOT</b> authorized to pick up child * (see * on reverse side)- please attach appropriate papers (custody papers) if a parent is not allowed to pick up this child.				

## AGREEMENTS

1. The Covenant Club 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 Covenant Club representative.
2. The parent(s) /guardian(s) authorize The Covenant Club to obtain immediate medical care if any emergency occurs when the parent(s) /guardian(s) cannot be located immediately. \*\*
3. The parent(s) /guardian(s) agrees to make arrangements to pick up their child (ren) promptly if it is necessary to close The Covenant Club for any reason.
4. The parent(s) /guardian(s) agrees to notify The Covenant Club in advance if there are changes in the pick-up schedule.
5. **Each parent /guardian is jointly and separately responsible for payment of all Covenant Club charges. Any overdue/unpaid charges or fees associated with your Covenant School student account(s) will result in the student not being allowed to participate in the after-school program until the Business Office indicates that your account is in order.**
6. The parent /guardian agrees to abide by the policies and procedures outlined in The Covenant Club Handbook.
7. The parent(s) /guardian(s) agrees to provide The Covenant Club with all necessary documentation; i.e. birth certificate, health forms, including immunization records, Medical Administration Forms (as needed for all medications, either over-the-counter or prescribed), upon registering for The Covenant Club After-School Program. Participation in TCC will not be permitted until all forms are complete and the required documentation is received.
8. The parent(s)/guardian(s) agree to inform The Covenant Club within 24 hours or the next business day after his/her 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.
9. The custodial parent has the right to be admitted to the center on those days their child is present at The Covenant Club.
10. This registration form serves as permission to participate in all activities that The Covenant Club schedules during the school year.
11. This registration form serves as permission for pertinent medical information to be shared with faculty and/or staff on a need-to-know basis.

_____	_____
Signature of Parent(s) /Guardian(s)	Date
_____	_____
Administrator of The Covenant Club	Date

Date Child Entered The Covenant Club (TCC): \_\_\_\_\_ Date Child Left TCC: \_\_\_\_\_

**\*\* 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.**

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### FOR OFFICE USE ONLY IDENTITY VERIFICATION

Place of Birth	Date of Birth	Birth Certificate Number	Date Issued
Other Form of Proof		Date Documentation Viewed	Person Viewing Documentation

If proof of identity is required and a copy is not kept, please fill out the following:  
Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided): \_\_\_\_\_

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 Covenant Club (TCC) assumes responsibility for the child directly from the School (i.e., after school program) or TCC 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 Covenant Club shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other destruction of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (1) shredding, (2) erasing, or (3) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.

\*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 public school or 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.