

## CHILD CARE REGISTRATION AND EMERGENCY INFORMATION

NAME OF CHILD CARE PROGRAM \_\_\_\_\_

LICENSE NUMBER \_\_\_\_\_

**TO THE PARENT OR GUARDIAN:** This form must be completed for each of your children who will be enrolled in the program, and must be updated whenever information changes. You must also either complete a new form annually, or update this form annually by following the instructions at the bottom of the reverse side of this form.

DATE OF CHILD'S ENROLLMENT \_\_\_\_\_

|               |                |
|---------------|----------------|
| Child's name: | Date of birth: |
| Address:      | Phone number:  |
|               |                |

**IDENTIFYING INFORMATION OF PARENT/S OR GUARDIAN/S LEGALLY RESPONSIBLE FOR CHILD:**

|  |                    |               |        |
|--|--------------------|---------------|--------|
| Name:  | Name:              |               |        |
| Address:   | Address:           |               |        |
|  |                    |               |        |
| Home phone number:   | Home phone number: |               |        |
| Indicate where parent/guardian above can be reached while child is in care. Include name, address and phone number of business if applicable. Include any special instructions, e.g. pager, cell phone, etc. |                    |               |        |
| Business Name:   | Business Name:     |               |        |
| Address:   | Address:           |               |        |
|  |                    |               |        |
| Phone number:  | Hours:             | Phone number: | Hours: |
| Special instructions for reaching parent/guardian:   |                    |               |        |
|  |                    |               |        |

**EMERGENCY CONTACT PERSON:** You (parent/guardian) are required to list at least 1 person with whom you would feel comfortable leaving your child, and who could assume responsibility for your child if you could not be reached immediately in an emergency, or if for some reason you could not pick up your child and were unable to communicate with the program. Examples: if your child were sick and you were not accessible, or if you experienced sudden illness between work and picking up your child.

|               |               |
|---------------|---------------|
| Name:         | Name:         |
| Relationship: | Relationship: |
| Address:      | Address:      |
|               |               |
| Phone number: | Phone number: |

**NON-EMERGENCY ALTERNATE PICK-UP PERSON/S:** I, \_\_\_\_\_

(Parent/Guardian Signature)

Date Signed \_\_\_\_\_

authorize the following individual(s) to pick up my child from the program on a non-emergency basis.

|               |               |
|---------------|---------------|
| Name:         | Name:         |
| Relationship: | Relationship: |
| Address:      | Address:      |
|               |               |
| Phone number: | Phone number: |

## CHILD CARE REGISTRATION AND EMERGENCY INFORMATION

### NON-EMERGENCY ALTERNATE PICK-UP PERSON/S Continued

|               |               |
|---------------|---------------|
| Name:         | Name:         |
| Relationship: | Relationship: |
| Address:      | Address:      |
|               |               |
| Phone number: | Phone number: |

**NOTE TO PARENT/S or GUARDIAN/S:** The licensing authority for this program is the Bureau of Licensing and Certification, Child Care Licensing Unit. Child care programs are required to post a copy of the statement of findings and corrective action plan for the most recent visit in a location which is accessible to parents, and must maintain copies of the statement of findings and corrective action plan for the preceding visit and make them available for parents to review upon request. Statements of findings and corrective action plans are also available on-line at <http://childcaresearch.dhhs.nh.gov> or by calling the unit at 1-800-852-3345, extension 4624 or 603-271-4624.

During licensing, monitoring, and complaint investigation visits to licensed programs the department shall speak with children regarding the care they receive at the program. If in the judgment of the licensing coordinator the children's response would be valuable in determining compliance with licensing rules. Licensing staff are experienced in working with children and trained to interview in a manner that is respectful and non-leading. However, if you do not want your child interviewed, or if you wish to be informed prior to your child being interviewed you must give the family child care provider, center director, site director or designee, and update annually, a signed dated statement indicating your preference.

For more information about Child Care Licensing please visit our website at:  
[www.dhhs.state.nh.us/DHHS/BCCL/default.htm](http://www.dhhs.state.nh.us/DHHS/BCCL/default.htm)

### MEDICAL INFORMATION

Any chronic conditions, allergies or medications that could be important in case of sudden illness or injury:

Child's Usual Physician: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Physician's Address: \_\_\_\_\_

### EMERGENCY MEDICAL TREATMENT AUTHORIZATION

I hereby give permission for the staff of \_\_\_\_\_ to provide simple first aid treatment to my child, \_\_\_\_\_ when necessary. In the event of a more serious illness or injury, I give permission for my child to be transported to a hospital or other emergency medical facility to receive emergency medical treatment. I also authorize ambulance/rescue squad attendants to administer such treatment as is medically necessary, and I authorize licensed health practitioners working in the hospital or emergency medical facility to examine and provide emergency medical treatment to my child if warranted. I understand that I will be contacted by child care program personnel as soon as possible regarding any emergency involving my child.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

### ANNUAL UPDATE:

PARENT/GUARDIAN MUST REVIEW THIS INFORMATION ANNUALLY, MAKE NECESSARY CHANGES & INITIAL & DATE BELOW TO VERIFY THAT THE INFORMATION IS CURRENT.

|                           |       |                           |       |
|---------------------------|-------|---------------------------|-------|
| Parent/Guardian Initials: | Date: | Parent/Guardian Initials: | Date: |
| Parent/Guardian Initials: | Date: | Parent/Guardian Initials: | Date: |