

Emergency Contact Information

Child Name: _____ Date of Birth: _____

Address: _____

Parent/Guardian 1: _____ Relationship to child: _____

Home Address (if different): _____

Work Address: _____

Home Phone: _____ Cell Phone: _____ Work/Other: _____

Parent/Guardian 2: _____ Relationship to child: _____

Home Address (if different): _____

Work Address: _____

Home Phone: _____ Cell Phone: _____ Work/Other: _____

Authorized Contacts –Please provide information for at least 2 people who are permitted to pick up your child from the ARVAC Head Start and Early Head Start program, and whom we can contact if necessary in an emergency. Please note that we must have a letter on file that documents our agreement to have an authorized contact to pick up your child. Please note that your child **will not** be released to anyone not on this list.

Name: _____ Relationship to child: _____

Address: _____

Phone: *Home:* _____ *Cell:* _____ *Other:* _____

Name: _____ Relationship to child: _____

Address: _____

Phone: *Home:* _____ *Cell:* _____ *Other:* _____

Name: _____ Relationship to child: _____

Address: _____

Phone: *Home:* _____ *Cell:* _____ *Other:* _____

Name: _____ Relationship to child: _____

Address: _____

Phone: *Home:* _____ *Cell:* _____ *Other:* _____

Is there a court order in place that restricts anyone from picking up your child? (Non-custodial parent or other adult due to restraining order, child's foster or kinship status, etc) Yes: _____ No: _____ If yes, please provide ARVAC Head Start and Early Head Start with documentation, such as a copy of a court order to maintain in file and provide updates as needed

NAME: _____ RELATIONSHIP TO CHILD: _____

Is there any other person who may try to pick up your child who is not authorized to do so (i.e. but for whom there are no court papers)?

If so, please give NAME: _____ RELATIONSHIP TO CHILD: _____

Parent Signature _____ **Date** _____

Update with Parent: Advocate initials _____ Date _____ Update with Parent: Advocate initials _____ Date _____

*The above information should be kept in classroom and child's file, updated at least twice/year and as needed.
Last updated: August 2018*