County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

March 30, 2011

Parents/Guardians,

According to the Virginia Department of Social Services Division of Licensing Porgram standards a parent/guardian enrolling a child into a licensed day care center (Therapeutic Recreation Summer or SMILE program) must provide proof of the child's identity and age.

An original document (see below) must be presented to the Recreation staff to be reviewed and documented on the Child Verification Form (these forms are located in the office and will be filled out in person). In order for Therapeutic Recreation Services to obtain this mandatory information, we are encouraging parents to bring this information to the Therapeutic Recreation Office prior to the first day of camp or to the Recreation Summer Site on the first day of the program. If we have a Child Verification Form on file from a previous Therapeutic Recreation program, then we do not need to see proof of identity again.

The documents listed below may be presented as proof of verification. The document must be an original, with a seal or signature of authenticity.

- a certified copy of the child's birth certificate
- birth registration card
- notification of birth (hospital, physical, or midwife record)
- passport
- copy of placement 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
- original copy of a report card

Thank you for your time. If you require any further information please call the Therapeutic Recreation main office line at 703-324-5532.

Sincerely,

Sandi Dallhoff, CTRS
Division Supervisor, Therapeutic Recreation Services

Therapeutic Recreation Services
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