



Thank you for considering GEF EdVentures for your child(ren), which is licensed through the Virginia Department of Education Licensing Division. In order for the Goochland Education Foundation to comply with all safety requirements, we are required to have the following items on hand for your child(ren). This is for the safety and wellbeing of your child(ren). We have created the helpful tips below to assist you in navigating essential items needed to ensure your child(ren) can attend.

- **Registration Form**

- Please ensure that all sections of the form are completely filled in.
  - ALL Parent/Guardian employers must be filled in. If work from home or not working, please add “N/A”
  - ALL Parent/Guardian work phone numbers must be filled in
  - Emergency Contacts: we are required to have two names that are not the parent/guardian. They need to be local to the child – we use these in case of major emergency and when the parent/guardian cannot be reached.
    - Both emergency contacts must have a phone number different than the parent/guardian
    - Don’t forget to add these names to your authorized pickup list!

- **Physical Examination**

- Please use the Department of Health School Entrance Exam Form and ensure it has been signed and dated by your physician.
- Check for allergies—if noted on the physical, we will need an allergy action plan and supporting documentation.

- **Immunization Records**

- Please use the Department of Health School Entrance Exam Form and ensure it has been signed and dated by your physician.
  - Physicians can give a separate form with all details of immunizations. Please ensure this document, or the immunizations page on the physical is signed and dated by your physician.
  - If you are needing an exemption of immunizations due to religious or health reasons, please communicate with Taylor Innes. Additional documentation is needed.



- **Waivers and Acknowledgements Signed**
- **Child(ren)'s Proof of Identity Documentation**
  - Here is a list of items we accept as Proof of Identity for your child(ren).
    - Certified Birth Certificate
    - Birth Registration Card
    - Notification of Birth (hospital, physician, midwife record)
    - Passport
    - Copy of a Placement Agreement from a child(ren) placement agency
    - Report card from a Public School in Virginia
    - Signed statement on letterhead from a Public School Principal that assures child(ren) is enrolled in school
    - Child(ren) identification card issued by Virginia Department of Motor Vehicles
- **Medication- If your child(ren) need medication on site, please ensure we have both of the following forms:**
  - Allergy Action Plan signed and dated by Physician
  - Medication Authorization Form signed and dated by Parent/Guardian (part 1) and signed and dated by the Physician (part 2). All details around medication name, time to be given, and amount to be given should match on form and medication.
  - All medication must be in the original container (and box if applicable) with the name of the child(ren), time of dosage, and amount of dosage.
- **IEP or 504 Plan**– If your child has an IEP or 504 Plan and you would like our program to align supports where appropriate, please feel free to submit a copy of the applicable documentation. Submission is optional but helps us better support your child's needs.