



West Virginia Department of Health and Human Resources



Emergency Information/ Permission Form  
for Children in Child Care Settings

**A. Family Information**

1. Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender:  Male  
 Female  
Home Address: \_\_\_\_\_  
Child's School: \_\_\_\_\_ School Phone: \_\_\_\_\_  
School Address: \_\_\_\_\_  
Child's Doctor: \_\_\_\_\_ Doctor's Phone: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
Preferred Hospital/ Clinic for Emergency Care: \_\_\_\_\_

2. Mother/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Employer/School Name: \_\_\_\_\_ Work/ School Phone: \_\_\_\_\_  
Employer/School Address: \_\_\_\_\_

3. Father/ Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Employer/School Name: \_\_\_\_\_ Work/ School Phone: \_\_\_\_\_  
Employer/School Address: \_\_\_\_\_

**B. Emergency Contact:** Names and telephone numbers of individuals to contact in case parents cannot be reached in an emergency:

Name	Address	Telephone Number
1.		
2.		
3.		

**C. List of people with permission to pick child up from care (anyone not listed cannot pick up child without written permission from parent):**

Name	Address	Telephone Number

**Special Instructions:** Biological/Custodial parents must be given access to their children unless there is a court order preventing contact. Individuals with court orders against them preventing child pick up:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Other restrictions on child pick-up: \_\_\_\_\_

**D. List any allergies, illnesses, regular medications, special needs and concerns:**

**E. Permission to Receive Medical Care:**

I, \_\_\_\_\_ give my permission for \_\_\_\_\_  
(Name of Parent/Guardian) (Child Care Provider Name)  
to consent for \_\_\_\_\_ to receive emergency medical, dental or surgical  
(Name of Child)  
treatment if I cannot be reached. I place the following restrictions on medical treatment : \_\_\_\_\_

**F. Permission to Transport:**

- I do not give the child care provider permission to transport my child for non-emergency reasons.
- I give the child care provider permission to transport my child for non-emergency reasons, such as to and from school or school activities, shopping, field trips, etc.
- In the event of an emergency, I prefer that the child care provider call an ambulance to transport my child.
- In the event of an emergency, I give permission for the child care provider to transport my child.

I place the following restrictions on transportation:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

State of West Virginia	County of _____
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____	
by: _____	My commission expires on _____
Notary Public	