**Little Friends Preschool**

Request For

***A Child's******Pathway******to Learning***

Birth Certificate

Dear Parents,

This is to notified you of the *Missing Child Act of 2008*, which requires that any child who is enrolled for the first time in a childcare center must submit to the Center a birth certificate. The parent/guardian must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child within **30 days** of enrollment.

We will make a duplicate and return the original certified copy to the parent no later than the end of the next business day after receipt.

If a certified copy of the birth certificate is not available, the parent/guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate.

The Center is required by law to notify the Illinois State Police or local law enforcement agency if the parent fails to submit proof of the child's identity within the 30-day time frame.

The center shall also notify the parent/guardian in writing that the Illinois State Police or local law enforcement has been notified as required by law, advising the parent that he or she has 10 additional days to comply by submitting the required documentation.

Sincerely,

LITTLE FRIENDS PRESCHOOL