

Butterfly Garden Learning Center, Inc. Birth Certificate Policy

Dear Parents,

Butterfly Garden Learning Center is required by the Department of Children and Family Services to provide you with this written notice that requesting that you provide a certified copy of your child’s birth certificate, or other reliable proof of identity and the age of your child within 30 days of enrollment. We will promptly make a copy and return the original certified copy to you.

If a certified copy of a birth certificate is not available, you 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.

BGLC is required by law to notify the Illinois State police or local law enforcement agency if you fail to submit proof of the child’s identity within 30 days. If we must contact the police or other local law enforcement we are required by law to notify you in writing, that we have contacted them as required, and you have 10 additional days to comply by submitting the required documentation.

We are also required to report to the Illinois State Police or local law enforcement agency and affidavit received which appears inaccurate or suspicious in form or content. The facility shall flag the record of a child enrolled at the preschool who is reported by the Illinois State Police as a missing person, and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child (325 ILCS 50/5).

If you have any questions about this procedure please feel free to contact the directors, Dana Ruane or Stacey Mladic.

Thank you,

Butterfly Garden Learning Center, Inc.

Name of Child

Parent Signature

Date