

Sub-care Enrollment

Date(s) from: _____ to: _____

Date(s) from: _____ to: _____

Date(s) from: _____ to: _____

Permanent Enrollment as of: _____

**FAMILY CHILD CARE
ENROLLMENT PACKET**

Children's Records must be maintained for at least five (5) years after a child has left the program

***PHOTO OF CHILD
(*Optional)
PLUS
PHYSICAL
DESCRIPTION**

Eye Color _____

Hair Color _____ Sex _____

Height _____ Weight _____

Other: _____

Please fill out these forms completely. If a question does not apply to your child, write N/A (not applicable). The forms must be in the educator's possession on or before the first day your child begins care. Please notify your educator if any of the information changes.

General Information

Date of Admission _____ Age at Admission: _____

Date of Discharge _____ Date Updated: _____ Educator: _____

Reason for Discharge: _____

Child's full name _____ Date of Birth _____

(First) (Middle) (Last)

Address: _____ City: _____ Zip: _____

Phone #: _____ Alt./Cell. # _____ Nickname _____

Primary Language of Child _____ Primary Language of Parents _____

Allergies/Special Diets _____

Name of Parent(s)/Guardian(s) _____

Home address (if different) _____

Telephone Number: _____

Email Address: _____

Parent(s)/guardian(s) business address/location during child care:

Parent/Guardian: _____	Parent/Guardian _____
Where: _____	Where: _____
Telephone: _____	Telephone: _____
Cell Phone: _____	Cell Phone: _____
Instructions: _____	Instructions: _____

Emergency Contact/Authorized pick-up person
In the event of an emergency when I may not be reached, the Educator may contact the following individuals (in the order given) whom I authorize to take my child from the child care premises.

(1) Name: _____ Address _____

Telephone _____ Cell Phone _____

(2) Name: _____ Address _____

Telephone _____ Cell Phone _____

TRANSPORTATION PLAN / AUTHORIZED PICK- UP

My child will arrive to the program by:	My child will depart the program by:
<input type="checkbox"/> Parent Drop-Off	<input type="checkbox"/> Parent Pick Up
<input type="checkbox"/> Supervised Walk	<input type="checkbox"/> Supervised Walk
<input type="checkbox"/> Unsupervised Walk	<input type="checkbox"/> Unsupervised Walk
<input type="checkbox"/> Public/Private Van	<input type="checkbox"/> Public/Private Van
<input type="checkbox"/> Program Bus/Van	<input type="checkbox"/> Program Bus/Van
<input type="checkbox"/> Private Transportation Provided by Parent	<input type="checkbox"/> Private Transportation Provided by Parent

In the space below, please note any important information regarding transportation of your child to and from the program (i.e.--indicate who will be supervising children during transport or prior to their arrival at the program, who supervises the walk from a bus stop, etc.)

I additionally authorize the following individual to take my child from the child care premises. (Please let me know at the beginning of the day when your child will be picked up by one of the authorized individuals.)

Name _____ Address _____

Telephone _____ Cell Phone _____

Name _____ Address _____

Telephone _____ Cell Phone _____

Anticipated Days/Time of Attendance

<u>Day</u>	<u>Arrival Time</u>	<u>Departure Time</u>	<u>Day</u>	<u>Arrival Time</u>	<u>Departure Time</u>
Monday	_____	_____	Friday	_____	_____
Tuesday	_____	_____	Saturday	_____	_____
Wednesday	_____	_____	Sunday	_____	_____
Thursday	_____	_____			

If applicable: Name of School Child Attends: _____

Copies of any custody agreements, court orders, restraining orders (if applicable)

Notes:

Child's Name _____

Written Acknowledgement of Receipt of Parent Handbook

I acknowledge that I have received a copy of the Educator's parent handbook as well as information regarding lead poisoning prevention (may be included in the parent handbook).

Parent/Guardian

Date

Parental Visit Notice

I understand that I may visit this family child care home unannounced at any time during the hours that my child is in care.

Parent/Guardian

Date

Child's Physician or Health Care Professional

Name: _____ Telephone: _____

Address: _____

Information on allergies, special diets, chronic health conditions, special limitations, concerns including medications child is taking at home/school and possible side effects:

Medical Insurance Information (OPTIONAL)

Subscriber's Name: _____ Policy #: _____

Type of Insurance: _____

[] Copy of Insurance Card

SCHOOL AGE ONLY

Current School: _____ School Address: _____

I certify that documentation of physical examination and immunizations in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements are on file at my child's school.

Parent/Guardian initials: _____

Child's Name _____

DEVELOPMENTAL HISTORY AND BACKGROUND INFORMATION

Regulations for licensed child care programs require this information to be on file to address the needs of children while in care.

CHILD'S NAME _____ DATE OF BIRTH _____

*Note: Please provide information for Infants and Toddlers (marked *) as appropriate to the age of your child.

DEVELOPMENTAL HISTORY

Age began sitting _____ crawling _____ walking _____ talking _____
*Does your child pull up? _____ *Crawl? _____ *Walk with support? _____
Any speech difficulties? _____
Special words to describe needs _____
Language spoken at home _____ *Any history of colic? _____
*Does your child use pacifier or suck thumb? _____ *When? _____
*Does your child have a fussy time? _____ *When? _____
*How do you handle this time? _____

HEALTH

Any known complications at birth? _____
Serious illnesses and/or hospitalizations: _____
Special physical conditions, disabilities: _____

Allergies i.e. asthma, hay fever, insect bites, medicine, food reactions:

Regular medications: _____

EATING HABITS

Special characteristics or difficulties: _____
*If infant is on a special formula, describe its preparation in detail _____

Favorite foods: _____
Foods refused: _____

* Is your child fed held in lap? _____ High chair? _____
* Does your child eat with Spoon? _____ Fork? _____ Hands? _____

TOILET HABITS

*Are disposable or cloth diapers used? _____
*Is there a frequent occurrence of diaper rash? _____
*Do you use: baby oil _____ powder _____ lotion _____ Other _____
*Are bowel movements regular? _____ how many per day? _____
*Is there a problem with diarrhea? _____ Constipation? _____
*Has toilet training been attempted? _____
*Please describe any particular procedure to be used for your child at the program _____

What is used at home? Potty chair? _____ special child seat? _____ regular seat? _____
How does your child indicate bathroom needs (include special words): _____
Is your child ever reluctant to use the bathroom? _____
Does the child have accidents? _____

SLEEPING HABITS

CHILD'S NAME: _____

*Does your child sleep in a crib? _____ Bed? _____
Does your child become tired or nap during the day (include when and how long)? _____

Please Note: The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. If your child does not usually sleep on his/her back, please contact your physician immediately to discuss the best sleeping position for your baby. Please also take the time to discuss your child's sleeping position with your educator. Your educator will place your infant on his/her back unless there is a written physician's order that specifies otherwise.

When does your child go to bed at night? _____ and get up in the morning? _____
Describe any special characteristics or needs (stuffed animal, story, mood on walking etc) _____

SOCIAL RELATIONSHIPS

How would you describe your child: _____

Previous experience with other children/child care: _____

Reaction to strangers: _____ Able to play alone: _____

Favorite toys and activities: _____

Fears (the dark, animals, etc.): _____

How do you comfort your child: _____

What is the method of behavior management/discipline at home: _____

What would you like your child to gain from this child care experience? _____

DAILY SCHEDULE: Please describe your child's schedule on a typical day.

***For Infants, please include awakening, eating, time out of crib/bed, napping, toilet habits, fussy time, night bedtime, etc.**

Is there anything else we should know about your child? _____

Parent/Guardian Signature: _____

Date: _____

Permissions (for each child enrolled)

General Permission-(Basic Transport) (Parents should not sign this permission unless specific places where your child is allowed to go are listed by your educator.) By signing this form, I am allowing my child to be taken off the child care premises.

I, hereby give _____ permission to take my
(Educator/Assistant)
child _____ off the premises of the family child care home for the following
excursions: (specific places your child is allowed to go):

using the following forms of transportation: _____

Parent/Guardian Signature

Date

I do not want my child to be taken off the child care premises.

Parent/Guardian Signature

Date

Permission - (Transport to Medical Facility and Receive Emergency Medical Treatment)

Medical Emergency Treatment (Department of Early Education and Care recommends checking with your local hospital about the acceptability of this statement)

I, hereby give _____ permission to administer
(Educator/Assistant)

basic first aid and/or CPR to my child _____, and/or take my child to a
hospital for medical treatment when I cannot be reached or when delay would be dangerous to my child's health.

Parent/Guardian Signature

Date

Topical Medication/Ointments (Please list only those medications/ointments which you will allow the educator(s) to administer to your child's skin): Ex: sunscreen, insect repellent (bug spray), diapering ointment.

Signature

Date

Parent/Guardian

Child's Name _____

Emergency Card Information

REMINDER : *This emergency card information is for the educator's first aid kit. The educator(s) must take first aid materials when leaving the child care premises.*

Child's Name: _____ Date of Birth: _____

Child's Home Address: _____

_____ Phone: _____

Instructions to Reach Parents or Guardians

1. _____
(Name, Address, Home and Cell Phone #)

2. _____
(Name, Address, Home and Cell Phone #)

Contact Information for Physician or Health Care Professional

1. _____
(Physician's Name, Address, Phone #)

Emergency Contact Person(s)

1. _____
(Name, Address, Home and Cell Phone #)

2. _____
(Name, Address, Home and Cell Phone #)

Emergency Medical Treatment

I hereby give _____ permission to
(Name of Educator/Assistant)

administer basic first aid and/or CPR to my child _____
(Name)

and/or take my child _____, to a hospital for medical treatment when
(Name)

I cannot be reached or when delay would be dangerous to my child's health.

Parent/Guardian

Date

Medical Insurance Information (Optional)

Subscriber's Name: _____

Type of Insurance: _____

Policy Number: _____

[] Copy of insurance card

Other pertinent medical information: _____

THE COMMONWEALTH OF MASSACHUSETTS
Department of Early Education and Care

Notice to Parent Regarding Supervision of Children Involving Transportation

Family Child Care Educators must exercise good judgment when supervising children in their care. When a child uses specialized transportation to and/or from the family child care home, it may be necessary for the educator to accompany the child to and/or from the vehicle. Whenever possible, if there is a monitor on the transportation vehicle, the monitor will be responsible for accompanying the child between the family child care home and the vehicle.

If I am accompanying a child to and/or from a transportation vehicle I must meet the following requirements:

- All the children in care will be on the first floor level before I can go outdoors to accompany a child to or from a transportation vehicle.
- I will make sure every child remaining in the home is in a hazard free environment.
- I will consider the number, ages and needs of children in care in order to ensure the safety of all child care children while accompanying a child to or from a transportation vehicle. Special precautions will be taken to ensure the safety of all children when there is a child care child who is unusually aggressive or active or exhibits behavior difficulties.
- I will notify the parents of all children in care that children are being accompanied to and from transportation vehicles and must obtain written consent of all parents involved.
- I will remain in clear view of the family child care home when accompanying a child and I will not be more than 50 feet from the home.
- I will remain in the home with the child care children until the transportation vehicle arrives at the home. I will minimize the amount of time out of the home.

PLEASE NOTE: This applies to transportation vehicles only. Child care children who walk to or from the school bus stop may walk unescorted if the child's parent gives the provider written authorization.

Also, if I have a child who is younger than six months at the time of enrollment and they are within the first six weeks of care, these children must be within my direct visual supervision. I will not be able to accompany a child to and from a transportation vehicle unless I take the infant with me or I have an approved assistant to provide the necessary supervision coverage.

Parental Consent

I understand and agree that my family child care educator/assistant _____, may be leaving my child(ren) _____, alone on the first floor level of the family child care home while the educator accompanies another child to/from a transportation vehicle and that while doing so the educator will take all of the required steps to ensure my child(ren)'s safety.

Parent's/Guardian's Signature

Date