Forms: Frequently Asked Questions

**Which forms do I need to have for the first day of attendance?**

* Child Care Enrollment
* Health History and Emergency Care Plan

**When do the Health Report and Immunization forms have to be turned in?**

As soon as possible you have 30 calendar days from the first day of attendance to submit the forms. Not having these forms on file is a frequent cause for providers to be written up during an inspection visit so get them in on time.

**Do I need to fill out the immunization form or can I just bring in a printout from the doctor’s office?**

Licensing requires the top portion of the immunization form be filled out and that you sign it at the bottom. The doctor’s office printout can be stapled to the form.

**What should I do when my child has a doctor’s appointment?**

* Always print out and take a Health Report /Doctor form for the doctor to fill out it keeps us up to date. Children less than 2 years of age need a checkup reported every 6 months, over two need one once every 2 years. Make it simple to remember; just take a form to every checkup.
* If your child gets any shots at an appointment ask for a printout of their immunization record and turn it into to your provider.

**What if my child needs to take medicine at daycare?**

Always print and fill in a medication form whenever your child will need to take both prescription and over the counter medicine. Please note if the over the counter medicine does not specify the dosage for your child’s age then the form needs to be initialed in the middle and signed at the bottom.

**How does the vacation request form work?**

This from allows the provider the keep track of the vacation time you have used during the year and you can keep the copy for your records to help you keep track as well. Discounts in tuition will not be issued unless requested in writing using this form. If you are out of vacation/sick hours your child can still be absent but you are responsible for paying the fees.

**What forms do I need for Drop In care?**

* *Child Care Enrollment Form* and *Health History and Emergency Care Plan*
* A form from the food program to be signed at end of day
* Future visits if 30 calendar days after first visit require *Child Health Report* and *Immunization*