

Tips for filling out state-required enrollment forms

Child Enrollment and Health Information for Child Care

- Please be sure to fill in the child's name at the top of each page.
- This form must be mailed to GPCP by June 15, 2018.

Page 1:

- The state of Ohio requires that ALL FIELDS BE COMPLETED. If any questions do not apply to you (for example, work phone number), please write "N/A" in the field
- The "First Day at Program/Home" should be as follows:
 - 2's class: August 29, 2018
 - 3's class: August 28, 2018
 - Multi-age 3/4/5's class: August 27, 2018
 - 4/5's class: August 27, 2018
- The field under Parent's Work/School Address is regarding the GPCP directory. The directory is made available to all parents / guardians of current students and is a way for other parents to contact you. Please indicate whether or not you wish to be listed and the best way to contact you.
- Emergency Contacts: Please note that at least one contact must be within a one hour drive.

Pages 2-3:

- Please read through carefully and fill in the fields as applicable.
- Emergency Transportation Authorization: "Program or Home Name" should be "Granville Parent Cooperative Preschool."

Child Medical Statement

- This form is not required of students in the 2's class.
- Must be completed by a physician's office or clinic as the state requires that each child have an annual physical.
- This form must be mailed to GPCP by August 1, 2018.

Forms for parent helpers

- Due to new state regulations, EVERY ADULT who will serve as a parent helper in the 3's, Multi-age or 4/5's classes must complete the following.
- Note that these forms are good for 5 years.

Fingerprint Form

- Take the form and \$58 to Ohio Health Consortium (1032 Buckeye Ave., Newark). They will electronically submit your fingerprints. You will not have anything to return to the school after your visit.
- Note that having been previously fingerprinted for any other organization is not transferable.
- This action must be completed by June 15, 2018.

Request for a Background Check for Child Care

- Visit <https://ocrra.org/> and click “Create account” (upper right corner) to obtain an Ohio Personal Identification Number (OPIN). Make note of this 8-digit number and fill it in the “OPIN” field on the “Request for a Background Check for Child Care” form. For assistance navigating the OPIN site, see “[Help creating an OPIN account.](#)”
- “Race” refers to white, black, Asian, etc.
- For “Ethnicity” write either “Hispanic or Latino” or “Not Hispanic or Latino.”
- You may leave “Start Date of Employment” blank.
- Be sure to sign and date at the bottom.
- This form must be mailed to GPCP by June 15, 2018.

Employee Medical Statement for Childcare

- Must be completed by a physician’s office or clinic. Note that Ohio Health Consortium can also perform a physical; this fee is \$60.
- This form must be mailed to GPCP by August 1, 2018.

If you have additional questions, please contact enrollment@granvillepreschool.org.