

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BIRTHDATE	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL

OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE

DATE

TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION

DATE LEFT

PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from ____ : ____
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to ____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____

Vision: _____ Insect stings: _____

Developmental: _____ Food: _____

Language/Speech: _____ Asthma: _____

Dental: _____

Other (Include behavioral concerns): _____

Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA) (REQUIRED FOR CHILD CARE ONLY)	/ /	/ /	/ /	/ /	
HIB MENINGITIS (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /	/ /	
VARICELLA (CHICKENPOX)	/ /	/ /	/ /	/ /	

SCREENING OF TB RISK FACTORS (listing on reverse side)

- Risk factors not present; TB skin test not required.
- Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
___ Communicable TB disease not present.

I have have not reviewed the above information with the parent/guardian.

Physician: _____
Address: _____
Telephone: _____

Date of Physical Exam: _____
Date This Form Completed: _____
Signature _____

Physician Physician's Assistant Nurse Practitioner

CHILD’S PREADMISSION HEALTH HISTORY—PARENT’S REPORT

CHILD'S NAME	SEX	BIRTH DATE
FATHER'S/FATHER'S DOMESTIC PARTNER'S NAME	DOES FATHER/FATHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
MOTHER'S/MOTHER'S DOMESTIC PARTNER'S NAME	DOES MOTHER/MOTHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
IS /HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?	DATE OF LAST PHYSICAL/MEDICAL EXAMINATION	

DEVELOPMENTAL HISTORY (*For infants and preschool-age children only)

WALKED AT*	BEGAN TALKING AT*	TOILET TRAINING STARTED AT*
MONTHS	MONTHS	MONTHS

PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
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DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST	WHAT ARE USUAL EATING HOURS? BREAKFAST _____ LUNCH _____ DINNER _____
	LUNCH	
	DINNER	

ANY FOOD DISLIKES?	ANY EATING PROBLEMS?		
IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT"*	WORD USED FOR URINATION*		

PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES CHILD USE ANY SPECIAL DEVICE(S):	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S SIGNATURE	DATE
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PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: _____

Licensing Office Address: _____

Licensing Office Telephone #: _____

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

PLEASE PRINT ALL INFORMATION

child's full name _____ gender M F birthdate _____

name child is to be called at school _____

mom's cell _____ dad's cell _____

e-mail address for receiving preschool information _____

address _____ city _____ zip _____

allergies _____

Is there a custody order concerning this child? yes no (circle)

mother/guardian/domestic partner's full name _____

employer _____ occupation _____

work address _____ work phone _____

father/guardian/domestic partner's full name _____

employer _____ occupation _____

work address _____ work phone _____

PROGRAM CHOICES
8:45 to 11:45 a.m.

PRESCHOOL (2 1/2 - 4)

2 Morning TTH \$2500 yearly \$250 monthly _____
3 Morning MWF \$2900 yearly \$290 monthly _____

PRE-K*

3 Morning MWF or TWTH \$2900 yearly \$290 monthly _____
5 Morning \$4500 yearly \$450 monthly _____

ALL DAY

\$6500 yearly \$650 monthly _____
8:45 – 3:15 Mon – Thu 8:45 – noon Fri
(Early Drop Off Option starts at 7:30am)

*PRE-K age requirement is 5 years by September 2020

A **non-refundable** registration fee of \$120 for the first child, \$100 for each additional child from the same family enrolling at the same time is due at the time of registration.

PARENT HANDBOOK AVAILABLE ONLINE AT www.cumcpreschoolhb.com

OFFICE USE ONLY _____

registration _____ receipt _____ today's date _____

COMMUNITY UNITED METHODIST CHURCH PRESCHOOL
6652 Heil Avenue – HB, CA 92647-4359 714.842.1630 www.cumcpreschoolhb.com
2019-2020 ADMISSION AGREEMENT Lic. # 300 600 219

name of child: _____ birthday _____ sex: M F

parent/guardian/domestic partner responsible for tuition (please print): _____

CUMC Preschool offers a loving Christian preschool program for children who are 2 years 6 months through 5 years.

Children are expected to be toilet trained.

Our school year follows the same schedule as the Ocean View School District. No-school days are:

October:	Church Related Fall Institute
November:	Veterans Day Thanksgiving (3 days)
December:	winter recess, encompassing Christmas Eve, Day, New Year's Eve, Day
January:	Martin Luther King Day
February:	Lincoln's Birthday Washington's Birthday
March:	two parent/teacher conference days
April:	spring recess
May:	Memorial Day

Registration Fee: An enrollment fee of \$120 and \$100 for each additional child from the same family enrolling at the same time is required at the time of enrollment. **THIS FEE IS NOT REFUNDABLE.**

Tuition Schedule:

2 Morning	\$2500 yearly	\$250 monthly
3 Morning	\$2900 yearly	\$290 monthly
4 Morning	\$3750 yearly	\$375 monthly
5 Morning	\$4500 yearly	\$450 monthly
All day -8:45 – 3:15 M – TH, 8:45 – noon Fri	\$6500 yearly	\$650 monthly

*PreK age requirement is 5 years by September 2020.

Installment Payment of Tuition: The first installment must be made **no later than the first day of preschool attendance in September 2019** or all fees and classroom space may be forfeited. The last tuition payment of the year will be due June 1, 2020. Tuition is calculated on an annual basis allowing for holidays and adjusted to ten equal monthly payments for your convenience. Payments may be mailed and should include in the address "Preschool." If paying electronically, it is important that you instruct your bank to make the "payee" expressly "CUMC Preschool." Including "Preschool" will avoid confusion with the church as to where the check should be deposited. We do accept credit card payments; a 2% fee will be added.

Credit and Refund Policy: Monthly tuition installments are not refundable. There are no credits or refunds made for absenteeism of any kind. Some months have "no school" days. Since tuition is divided into equal installments, each month's tuition is the same. Tuition fees may be refunded only in the event of a child's dismissal from the school and in that instance, tuition fees will be refunded on a prorated basis to the last day of attendance. Parents are required to give a two-week notice of withdrawal from school. If you fail to comply, you are liable for two week's tuition.

Service Charges and Fees: Monthly tuition is due on the 1st of each month. A late fee of \$10 will be assessed if tuition is not received by the 8th of the month. If a check is returned to the preschool, the parent will be responsible to cover the bank fee.

Children are to be picked up promptly at the end of the session. There is a ten minute grace period. After that, there may be a charge for late pick-up.

If your child was not signed in or signed out and Social Services cites the preschool for this, the parent will be responsible for that citation fee.

EXTENDED DAY: Early Morning Drop Off: You may drop your child off any time starting from 7:30am the fee is \$10.

Lunch Bunch: is from 11:45 - 12:45 the fee is \$10. **Stay & Play:** is from 11:45 - 1:45 the fee is \$20

S.T.E.A.M.: is from 11:45 - 3:15 the fee is \$25

Arbitration Statement: I agree to arbitrate any disputes that may arise from the care of my child/children with your facility in accordance with the rules of the American Arbitration Association with the exception of any financial disputes that may occur between the parties. CUMC Preschool reserves the right to modify this agreement at any time by giving the payer a written 30-day notice of the modification.

I have received, read and fully understand the above admission agreement and know there is a copy in the Parent Handbook. I agree to pay any and all outstanding balances at the time of withdrawal or the account may be referred to a collection agency or directly to Small Claims Court.

Mother/Guardian

Father/Guardian

Date

2019-20

Acknowledgement:

I/We have been personally advised of and have received a copy of the **Child Care Center Notification of Parents' Rights** at the time of admission to the above named facility.

I/We have received and read a copy of **CUMCP Parent Handbook** containing **School Policies** and **Admission Agreement** and agree to all terms stated within at the time of enrollment at the above named facility.

I/We give permission for my child to participate in the free **professional vision and hearing screening** provided by the above named facility.

Class Roster and Picture Release All children will be included on the class list unless otherwise directed. Information is given only to CUMCNS families; those in your child's classroom in particular. This information is primarily used for play dates and party invitations.

Please indicate your wishes by circling:

I/We prefer the class roster include our	family address	yes	no
	cell phone	yes	no
	e-mail address	yes	no
My child's picture may be used in promotional materials at off-site events*		yes	no

*CUMCP teachers take many pictures of children at play and then display them in the hallway or classroom for all to view. These pictures are **NOT** considered promotional materials.

Classroom Sign In-Out Procedure PLEASE **REMEMBER TO SIGN YOUR CHILD "IN" ON ARRIVAL AND "OUT" ON DEPARTURE. THIS SHOULD INCLUDE A FULL SIGNATURE WITH TIME OF DAY.**

If your child was not signed in or signed out and Social Services cite the preschool for this, the parent will be responsible for that citation fee.

By signing below, you are acknowledging your receipt and understanding of the information outlined here and your agreement comply.

parent/guardian/domestic partner signature

date

child's name