



**OUR COMPLETE  
2022-2023 FREE PRE-K  
ENROLLMENT PACKET**

Themba Creative Learning Center, LLC  
 2022-2023 Pre Kindergarten Program Registration  
 Application Checklist

**Themba Will Only Accept Completed Applications**

Student Name \_\_\_\_\_ DOB \_\_\_\_\_

Items Required	Available	Not Available
Birth Certificate		
Completed Enrollment Package for website: thembaclc.com		
Proof of Income: (any one of two below)		
2021 Tax Returns		
TCA/Cash Assistance		
Shot Records		
Health Records		
Copy of a Valid Driver's License		
<b>* Child must be three by September 1 *</b>		

Application Submitted By \_\_\_\_\_

Date \_\_\_\_\_

Application Reviewed By \_\_\_\_\_

Date \_\_\_\_\_

**Poverty Guidelines, all states (except Alaska and Hawaii)**

**2022 Annual**

<b>Household / Family Size</b>	<b>50%</b>	<b>*100%*</b>	<b>125%</b>	<b>130%</b>	<b>133%</b>	<b>135%</b>	<b>138%</b>	<b>150%</b>	<b>175%</b>	<b>185%</b>	<b>200%</b>	<b>250%</b>	<b>300%</b>	<b>400%</b>
<b>1</b>	6,380	\$12,760	15,950	16,588	16,971	17,226	17,609	19,140	22,330	23,606	25,520	31,900	<b>38,280</b>	51,040
<b>2</b>	8,620	\$17,240	21,550	22,412	22,929	23,274	23,791	25,860	30,170	31,894	34,480	43,100	<b>51,720</b>	68,960
<b>3</b>	10,860	\$21,720	27,150	28,236	28,888	29,322	29,974	32,580	38,010	40,182	43,440	54,300	<b>65,160</b>	86,880
<b>4</b>	13,100	\$26,200	32,750	34,060	34,846	35,370	36,156	39,300	45,850	48,470	52,400	65,500	<b>78,600</b>	104,800
<b>5</b>	15,340	\$30,680	38,350	39,884	40,804	41,418	42,338	46,020	53,690	56,758	61,360	76,700	<b>92,040</b>	122,720
<b>6</b>	17,580	\$35,160	43,950	45,708	46,763	47,466	48,521	52,740	61,530	65,046	70,320	87,900	<b>105,480</b>	140,640
<b>7</b>	19,820	\$39,640	49,550	51,532	52,721	53,514	54,703	59,460	69,370	73,334	79,280	99,100	<b>118,920</b>	158,560
<b>8</b>	22,060	\$44,120	55,150	57,356	58,680	59,562	60,886	66,180	77,210	81,622	88,240	110,300	<b>132,360</b>	176,480
<b>9</b>	24,300	\$48,600	60,750	63,180	64,638	65,610	67,068	72,900	85,050	89,910	97,200	121,500	<b>145,800</b>	194,400
<b>10</b>	26,540	\$53,080	66,350	69,004	70,596	71,658	73,250	79,620	92,890	98,198	106,160	132,700	<b>159,240</b>	212,320

**Poverty Guidelines, all states (except Alaska and Hawaii)**

**2022 Monthly**

<b>Household / Family Size</b>	<b>50%</b>	<b>*100%*</b>	<b>125%</b>	<b>130%</b>	<b>133%</b>	<b>135%</b>	<b>138%</b>	<b>150%</b>	<b>175%</b>	<b>185%</b>	<b>200%</b>	<b>250%</b>	<b>300%</b>	<b>400%</b>
<b>1</b>	532	\$1,063	1,329	1,382	1,414	1,436	1,467	1,595	1,861	1,967	2,127	2,658	<b>3,190</b>	4,253
<b>2</b>	718	\$1,437	1,796	1,868	1,911	1,940	1,983	2,155	2,514	2,658	2,873	3,592	<b>4,310</b>	5,747
<b>3</b>	905	\$1,810	2,263	2,353	2,407	2,444	2,498	2,715	3,168	3,349	3,620	4,525	<b>5,430</b>	7,240
<b>4</b>	1,092	\$2,183	2,729	2,838	2,904	2,948	3,013	3,275	3,821	4,039	4,367	5,458	<b>6,550</b>	8,733
<b>5</b>	1,278	\$2,557	3,196	3,324	3,400	3,452	3,528	3,835	4,474	4,730	5,113	6,392	<b>7,670</b>	10,227
<b>6</b>	1,465	\$2,930	3,663	3,809	3,897	3,956	4,043	4,395	5,128	5,421	5,860	7,325	<b>8,790</b>	11,720
<b>7</b>	1,652	\$3,303	4,129	4,294	4,393	4,460	4,559	4,955	5,781	6,111	6,607	8,258	<b>9,910</b>	13,213
<b>8</b>	1,838	\$3,677	4,596	4,780	4,890	4,964	5,074	5,515	6,434	6,802	7,353	9,192	<b>11,030</b>	14,707



6715 Cipriano Road, Lanham- Maryland 20706  
Center: 301-552-5437 | Fax: 301-552-7565 fax [www.thembaclc.com](http://www.thembaclc.com)

## New Parent Orientation Checklist

- Discussion of Health and Developmental Screening
- Introduction to key employees
- Receipt of parent handbook (download from website)
- Discussion of expectations of family and the needs of the child
- Discussion of legal parent/legal guardian and teacher role
- Extended visit in the classroom by both parent and child
- Overview of family support resources and policy and procedures
- Interpreter available if needed
- Opportunity for Extended Visit in the classroom by family
- Family Visit with classroom teaching team
- Agree to the potty training routines
- Technology Usage
- Tour of Facility

Parent 1 Signature

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Date

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Parent 2 Signature

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Date

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Child's Name

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Age

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# Parent/Guardian Acknowledgement Of Receipt of Parent Manual

I have received Themba Creative Learning Center LLC, **Parent Manual**, and I have agreed to read, abide by, and follow the policies set forth therein.

Children Transport to and from evacuation sites in case of emergency:

In case of an emergency, I give Themba permission to transport my child in personal vehicles to and from our designated evacuation site. I, therefore, acknowledge that I have received and read Themba's Emergency Preparedness Plan.

Yes\_\_\_No\_\_\_

If not, how would you like your child transported?

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Additionally, I would like to volunteer by helping with transporting children to the evaluation site during emergencies.

Yes\_\_\_

No\_\_\_

If yes, kindly provide us with your best reachable contact number

( ) \_\_\_\_\_ - \_\_\_\_\_ | (type) Cell\_\_\_\_Home\_\_\_\_Work\_\_\_\_

Email Address \_\_\_\_\_

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Signature of Parent(s)/Guardian(s)

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Print Name

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Date

# Parent Orientation

## Pre-K II A Program Agenda

**Introductions:** CEO/President  
Directors  
Teachers

### **Pre k Program- Overview**

Hours of Program/Class Schedule  
Late Pickup-Fee will occur after 1 to 5 minutes  
Uniform Policy  
Classroom Supplies  
**Mandatory** Back to School Night- October 14, 2022

### **Parent-Teacher Conferences:**

February 21- School is closed for students

### **Attend Two-Family/Community Events:**

October 28th Fall Festival  
May 26th Spring Festival

### **Attend Four Mandatory Virtual Parent Workshops:**

January 7th Health & Nutrition Seminar  
March 11th Skill Building Self Sufficiency Seminar  
April 22nd Continued Education Training PG Community College  
May 27th Transitioning from Daycare to Pre-k

### **Policy and Procedures:**

Inclement Weather: We follow PG County Schools Inclement Closings  
**No child will be** admitted 10 minutes after their child's start time without a doctor's note  
Birthday Parties  
Where to park cars?  
Where to drop off and pick up students  
No Hair beads  
Cell phones  
Healthy Food Policy  
Changes of Clothes  
Children with Challenging Behaviors and Special Needs  
Children temperatures will be taken at the door- Please do not give child fever reducing meds prior to school  
Children must wash hands upon arrival  
Child **MUST** be fully Potty Trained  
All items we bring to school must be labeled

**If your Child Brings Lunch- No Microwave is Available to warm up food**



# Pre-K Supply List

- 2 Boxes of Tissues
- 2 Packs of Baby Wipes
- 3 Containers of Clorox Wipes
- 1 can of Disinfectant Spray
- 1 Box of sandwich size Plastic Ziplock Bags
- 1 Box of Quart Size Plastic Ziplock Bags
- 2 fitted sheets for the mat and 1 Small blanket ( Length 48 in. x Width 21 in.)
- 1 Marble Composition book
- 2 Glue Sticks
- 1 Pair of Scissors
- 1 8 Pack of Large Crayons
- 1 8/10 Pack of Washable Markers
- 2 Containers of Play doh
- 1 Plastic Pencil Box (to fit all purchased art supplies)
- 1 pack of Dry Erase Markers
- 2 Beginner Pencils (Ticonderoga)
- 3 Folders
- 1 Backpack (Large enough to fit a folder, blanket and sheets)
- 3 Sets of extra clothes (Please include underclothes)
- 5 Extra Face Masks inside a ziplock bag
- 1 Reusable Water Bottle
- 1 Photo of your child and their family member

**Do not put anything in a plastic grocery bag, it is a safety hazard.  
All belongings must be labeled with your child's name.**

## **Mandatory Themba Uniform Policy**

Ages 2-4yrs | Monday-Friday

- ❖ **Navy blue dress, skirt, or bottoms (no jeans)**
- ❖ **Navy blue sweater (optional)**
- ❖ **Powder blue, navy, or white collared top  
(no tee shirts)**
- ❖ **Closed-toe, no tie, black shoes only \*\***

If your child is not in uniform, you will be asked to pick your child up or bring the uniform to the center in a timely manner.

Children do not wear uniforms during the summer months





## 2022 - 2023 School Calendar

September 5 September 6 September 8	Monday Tuesday Thursday	Labor Day- School/Office Closed Parent Orientation Playdates/ Drop off Supplies
September 12 September 30	Monday Friday	First Day of School Professional Development School Closed for Students
October 5 October 10 October 11	Wednesday Monday Tuesday	Yom Kippur Holiday School Closed Native American Day School Closed Professional Development Day - Themba Closed
November 7 November 8 November 11 November 17 November 23-25	Monday Tuesday Friday Thursday Wednesday-Friday	2Hr Early Dismissal Election Day School Closed Holiday-Veterans Day Closed @ Themba Professional Development - 2Hr Early Dismissal Holiday- Thanksgiving School/Office Closed
December 23- 30	Friday-Friday	Winter Break- School Closed
January 2 January 16 January 25	Monday Monday Wednesday	New Years Day - School Closed Holiday-MLK Birthday- School and Office Closed Professional Development - 2Hr Early Dismissal
February 3 February 20 February 21	Thursday Monday Tuesday	Professional Development - 2Hr Early Dismissal Holiday- President's Day- School and Office Closed Parent/Teacher Conferences- School Closed
March 6 March 31	Monday Friday	Professional Development-School Closed for Students Professional Development - 2Hr Early Dismissal
April 3-10 April 21	Monday- Monday Friday	Spring Break School Closed Eid al-Fitr Holiday- School Closed
May 29	Monday	Holiday Memorial Day- School Closed
June 15 June 19 June 21	Thursday Monday Wednesday	Last Day of School for Students 2hr Dismissal Juneteenth - School Closed Last Day for Teachers

**Additional Professional Development Days - \*TBD\***

# Themba Creative Learning Center LLC

## PRE-K ENROLLMENT AGREEMENT – SY 2022-2023

TO THE PARENT: *Please read this Agreement carefully. If you do not understand any part of it, feel free to ask the Center Director about it.*

This Agreement and its attachments establish your legal rights and responsibilities, and those of Themba CLC, regarding your child's participation at Themba CLC. Throughout this Agreement and attachments, the terms "you" and "parent" refer to the parents or legal guardians of the child enrolled at the Center, and the terms "Center" and "we" refer to Themba CLC and its staff members. The term "school day" means a day when the Center is open and operating.

By executing this Agreement, you \_\_\_\_\_ (parents/guardians), agree to enroll \_\_\_\_\_ (child's name), at THEMBA Creative Learning Center, and THEMBA agrees to accept your child's enrollment, under the terms and conditions as stated below:

### 1. Program and Hours of Care

Beginning on, 20\_\_\_\_\_. The Center will provide care for your child in the Free-Pre-k classroom during the school year 2022-2023. Following PG County Public School System school year calendar. The Pre-k program at Themba will operate Monday-Friday from \_\_\_\_\_ - \_\_\_\_\_ (excluding all closed days as observed by the PG County School System).

No drop-offs are allowed before the school day starts time as stated above. Classrooms operate on specific staff/child ratios that must be maintained in the morning hours prior to the arrival of additional staff. \_\_\_\_\_ (Initial\_\_\_\_) \_\_\_\_\_ (initial \_\_\_\_). If a parent fails to pick up at the contractual time, late pick-up fees will automatically be charged to the account that day.

Please review the late pick-up fee policy included in your enrollment packet. \_(initial \_\_\_\_)

### 2. Payment –Scholarship-based enrollment – No tuition payments required

**3. Method of Payment**

All payments for other services are made through our automated payment processing, Tuition Express (See forms Attached). Your payment processing may be set up through a credit card or bank draft.

No other payment methods are accepted. If an automated payment is returned unpaid, you will owe a service fee of \$35.00 in addition to other amounts due.

**4. Late Pick-Up Penalties**

If your child is picked up after the scheduled closing time of \_\_\_\_\_pm, you will owe a late fee of \$15.00 for up to the first 5 minutes and \$1.00 for each additional minute. These late pick-up penalties must be paid in cash immediately to the office staff. If your child is picked up more than thirty (30) minutes late two (2) or more times in any thirty (30)-day period, the Center may terminate your child's enrollment. \_\_\_\_\_(initial \_\_\_\_)

**5. Damage to Center Property**

You hereby agree that you will be responsible for any damage to Center property or equipment caused by you or your child, normal wear and tear excepted, including repairs made necessary by your actions or your child's actions.

**6. Changes in Tuition**

You understand that tuition rates are subject to change, and you agree that you will pay the new rate after the Center gives you at least thirty (30) days' notice of such change.

Parent's Signature

**7. Absences**

You are responsible for paying full tuition for your child until YOU TERMINATE the enrollment. This obligation is applicable even when your child is absent due to illness, vacation, holidays, inclement weather, or other causes. You agree to notify the Center in writing at least one month in advance if your child will not attend due to vacation or other plans.

\_\_\_\_\_(initial \_\_\_\_)

**8. Readmission After Illness**

State licensing regulations requires that, if your child has been ill, he or she may not be readmitted to the Center until he or she is free of symptoms for 24 hours without any fever-reducing medications. You hereby agree to abide by this requirement and agree that the decision of the Center's Director shall govern such a re-admission.

\_\_\_\_\_Initial

Some communicable diseases may cause a longer time period for the child to be absent in order to protect the health of the staff and children. The center will dictate the time frame the child must stay home regardless of the doctor's timeline. \_\_\_\_\_(initial \_\_\_\_)

**9. Holidays and Other Closings**

The Center will be closed on the following holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, Columbus Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and the day after, Christmas Eve and Christmas Day. If any holiday falls on a Saturday or Sunday, Themba may be closed on the following Monday. Themba is also closed 2-3 days per year for staff professional development. \_\_\_\_\_ (initial \_\_\_\_)

This pre-k program follows the PG County School Systems School-Year 2019-2020 Calendar. The Pre-K program at Themba will also close on the school system's closure dates. \_\_\_\_\_ (initial \_\_\_\_)

Themba is not a religious school; therefore, Themba doesn't single out any one religious holiday to celebrate in our classrooms in order to show respect for other religious holidays that may be celebrated by our families. \_\_\_\_\_ Initial

**10. Inclement/Emergency Closings**

Sometimes Themba must close because of emergencies or inclement weather. When you are not sure about the closing of the center, please call the office by 5:30 am or check our website, [www.thembaclc.com](http://www.thembaclc.com) for updates. Themba will also send out an alert by email and or text. Tuition fees are still due during an emergency and/or inclement weather closings. Refunds or credits will not be given.

This pre-k program follows the PG County School Inclement Weather delays and closures. Should the school system close for inclement weather, the Pre-K program at Themba will also close. You are advised to watch and listen to the news for such announcements. \_\_\_\_\_ (initial \_\_\_\_)

**11. Suspension**

In the judgment of the Center Director, or designated, if the child's behavior threatens the physical or mental health of other children or of the staff of the Center, the Center Director or designated will call the parent(s) or guardian(s) to remove the child for the rest of the day. THEMBA requires that the child be picked up within the hour of being notified. Parents or guardians shall continue to be responsible for the daily tuition for that day. \_\_\_\_\_ (initial \_\_\_\_)

**13. Withdrawal by Parent**

You must give the Center Director at least one month's notice in writing if you wish to withdraw your child from the Center. If you give such notice and if an enrollment deposit was received during enrollment, you may use your Deposit as a credit against your last month's tuition. If you do not give such notice, and a deposit was not received at enrollment, you will still be responsible for your entire last 30-days tuition. If you do not give such notice, your entire Enrollment Deposit and any prepaid tuition will be forfeited \_\_\_\_\_ (Initial \_\_\_\_\_)

### 13. Termination by Center

#### a.) Immediate Termination

(1) The Center may terminate your child's enrollment in the Center, effective immediately if any of the following conditions arise: In the judgment of the Center Director, the child's behavior or the parent's behavior in the Center threatens the physical or mental health of other children or of the staff/parents of the Center;

(2) The child is routinely picked up later than the Center closing time or more than thirty (30) minutes late two (2) or more times in a one-month period.

(3) The child is ill when brought to the Center more than three (3) times within any thirty (30)-day period, or the parent fails to pick up a sick child within one hour after being notified of the sickness more than two (2) times during any six (6) month period.

#### b.) Two Weeks' Notice

(1) The Center may terminate your child's enrollment upon two (2) weeks' notice to you if any of the following conditions arise: Any of the conditions listed in (a) above has occurred, and the Center has not exercised its right to terminate enrollment immediately;

(2) In the judgment of the Center Director if the Center's program does not meet the developmental or special needs of your child.

(3) You fail to abide by the terms of this Agreement.

(initial \_\_\_\_)

### 14. Cell Phones

Themba has a no cell phone zone! Parents please refrain from using your cell phone at Themba during pick up and drop off. Teachers have very limited times to communicate with you, so please be available to chat with them about your child's day. (initial \_\_\_\_)

### 15. Fraternizing Policy

Staff is not allowed to create personal relationships with parents outside of Themba's business hours. If a staff member does decide to fraternize with any parent that is currently enrolled at Themba, that staff member and the parent will be terminated immediately. (initial \_\_\_\_)

### 16. Hair Beads

Due to the number of beads that are found on the floor and in children's mouths and even noses, we have been forced to implement a NO HAIR BEADS policy for the daycare center.

Please do not put beads in your child's hair. If they come to school with beads in their hair, we will remove them. They pose a serious danger to all children in the center.(initial \_\_\_\_)

### **17. Safety**

For safety reasons, please do not hold the front door open for anyone. Every parent must use his or her code to enter the building. If the person doesn't have a code, please allow the person to ring the doorbell and show their ID. \_\_\_\_\_(initial \_\_\_\_)

### **18 Parking / No Idling**

Please do not park or stand in the fire lane or around the circle. All cars must be parked in a parking space to allow parents to exit the parking lot without being held up. (Initial\_\_\_\_)

Parents or Staff may not leave the car running for more than 30 seconds while dropping off or picking up. (Initial\_\_\_\_)

### **19. No Admittance after 10:00 am/Shots**

Children will not be admitted after 10:00 am without a doctor's note. If a child was administered shots during the doctor's visit, the child may not return to school due to complications from the shots and fever symptoms associated with the medicine that often makes the child irritable. \_\_\_\_\_ (initial \_\_\_\_)

### **20 a. Field Trip Participation.**

You acknowledge and agree that the Center's regular program includes field trips and other off-premises activities that involve transporting the children on public transportation, in chartered vehicles, or in vehicles that are driven by THEMBA CLC staff and parent volunteers. You will be asked to sign a separate Field Trip Permission Form for each excursion. You acknowledge and agree that no alternate care may be available at the Center in case you do not wish your child to attend such field trips or field trips and that no tuition refund will be given in such case. Each parent must participate in and attend one field trip per year with their child(ren). \_  
Initial

If the Center Director or Senior Staff determines that the child needs individual attention, the parent(s) may be requested to attend the field trip with the child, or the child may not be allowed to participate. No alternate care will be provided for any child that will not attend the trip. \_\_\_\_\_(initial \_\_\_\_)

### **20 b. Child Custody/Separation/Divorce/Other Personal Issues**

Issues relating to child custody, separation and/or divorce, or other personal issues are between the parties involved and should not involve the School or its personnel. The School does not enforce custody agreements, nor does it facilitate supervised visitation. Teachers and administrators need to be focused on the children at the school rather than the outside personal issues of the families. If the Administration judges that a family's personal situation becomes or threatens to become a problem, this is grounds for immediate termination of enrollment. While we sympathize with families wrestling with these types of issues, the School

needs clear “all or nothing” directions regarding who is allowed to pick up children. For example, “only mom is allowed to pick up” “only dad or dad’s mother are allowed to pick up” or “both parents are allowed to pick up.” If there is a custody arrangement regarding different parents picking up on certain days, and the wrong parent picks up, this is an issue to be taken up with a lawyer or the Court, not with the School. (Initial\_\_\_\_\_)

A child may not return to Themba after a parent removes the child for visitation purposes.(Initial\_\_\_\_\_)

### **21. Publicity and Outside Consultants.**

We ask for your permission for your child to be photographed or captured via digital imagery, or videotaped, for publicity, news purposes, Website Page, Social Media, and marketing and educational purposes? \_\_\_\_\_ Yes,\_\_\_\_\_No

### **22. Liability Release**

THEMBA CLC maintains an insurance policy to cover its liability for injuries, losses, and damage that may occur to your child, your child's property, or your property caused by fire, theft, storm, or other causes. Acting on behalf of yourself and your child, you hereby waive and agree to release any claims that you, your child, or your child's heirs and successors may have against THEMBA CLC or any successor corporation, or against any officer, shareholder, employee, or agent of THEMBA CLC, or any successor corporation, for any and all injuries, losses, and damage to your child, your child's personal property, and your personal property to the extent that those injuries, losses, and damage are not covered by the insurance policy maintained by THEMBA CLC, or any successor corporation, or to the extent that the monetary amount of such injuries, losses, or damage exceed any amount payable under such insurance policies. You agree to be responsible for and hold harmless THEMBA CLC, any successor corporation, and any of the officers, shareholders, or directors of THEMBA CLC, or any successor corporation from and against any and all claims, suits, judgments, or costs that may be brought against THEMBA CLC, any successor corporation, its officers, employees, shareholders, or agents of THEMBA CLC, for the actual or alleged acts or omissions of you or your child/children.

### **23. Certification That All Information Is Correct**

The following attachments form a part of this Enrollment Agreement. You hereby certify that you have accurately completed all the forms listed below and that you have read and agree to abide by all provisions of the Parent Handbook. You agree to notify Themba if there is any change in the information you have supplied on the forms listed below:

- a. Receipt of Parent Manual
- b. Developmental History Form
- c. Pick-Up Release Form
- d. Custody Information Form (if applicable)
- e. Emergency Information Cards (2)
- f. Authorization to Treat a Minor Form (notarized)
- g. Child Health Inventory and Immunization Record.
- h. Form K.
- i. Government Issued ID

**24. Severability/Unenforced Terms Not Waived**

If any term of this Agreement is declared invalid or unenforceable, it will be severed and all other terms will remain effective, and they will be construed as though the invalid or unenforceable term did not exist. If Themba CLC, elects not to require that you comply with any term of this Agreement, Themba CLC, will not be deemed to have waived its right to demand compliance with the said term at a later time.

AGREED TO

Parent's or Guardian's Signature

Date

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Director's/Assistant Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_



**EMERGENCY FORM**

**INSTRUCTIONS TO PARENTS:**

Complete all items on this side of the form. Sign and date where indicated.  
If your child has a medical condition, which might require emergency medical care. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

Allergies: \_\_\_\_\_

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Enrollment Date \_\_\_\_\_ Hours & Days of Expected Attendance \_\_\_\_\_

Child's Home Address \_\_\_\_\_  
Street/Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian Name(s)	Relationship	Phone Number(s)		
		Place of Employment: _____	C: _____	H: _____
		W: _____		
		Place of Employment: _____	C: _____	H: _____
		W: _____		

Dad's Email \_\_\_\_\_ Mom's Email \_\_\_\_\_

Name of Person Authorized to Pick Up Child (daily) \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Relationship to Child Address \_\_\_\_\_  
Street/Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Any Changes/Additional Information \_\_\_\_\_

ANNUAL UPDATES \_\_\_\_\_ (Initials/Date) \_\_\_\_\_ (Initials/Date) \_\_\_\_\_ (Initials/Date) \_\_\_\_\_ (Initials/Date)

When parents/guardians cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Address \_\_\_\_\_ Street/Apt.# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Address \_\_\_\_\_ Street/Apt.# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Child's Physician or Source of Health Care \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Street/Apt.# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the childcare facility to have your child transported to that hospital.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS TO PARENT/GUARDIAN:**

- (1) Complete the following items, as appropriate, if your child has a condition(s), which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_

Medications currently being taken by your child: \_\_\_\_\_

Date of your child's last tetanus shot: \_\_\_\_\_

Allergies/Reactions: \_\_\_\_\_

**EMERGENCY MEDICAL INSTRUCTIONS:**

(1) Signs/symptoms to look for: \_\_\_\_\_

(2) If signs/symptoms appear, do this: \_\_\_\_\_

(3) To prevent incidents: \_\_\_\_\_

-----

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**Note to Health Practitioner:**

If you have reviewed the above information, please complete the following:

Name of Health Practitioner \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Health Practitioner Telephone Number (\_\_\_\_\_)

## Notice of Late PickUp Policy and Fees

We suggest that children be picked up a few minutes prior to the program's end time. Children not picked up by closing time will be brought to the front office to wait for their parent(s). **Be advised, that during such occurrence, the parent will be FULLY responsible for the total assessed late pickup fee.**

Your child anticipates your arrival and becomes worried and anxious if his/her classmates have all been picked up while his/her parents have yet to appear. Additionally, our staff have been on duty for an entire full day; understandably, they are ready to return to their families, and carry out their personal plans for the evening. It is unreasonable to further inconvenience them by prolonging their work day.

Out of respect to our staff and their time, please make arrangements to pick up your child before the close of business. Again, be advised that if you arrive after your child's classroom end time you will be presented with a late pickup bill assessed for the total amount of time for your late arrival (rates below).

**Late Fee Per Child:** \$15.00 for up to the first 5 minutes  
\$1.00 for each additional minute

**Late fees owed are payable in cash and at pickup, to the office staff directly. NO EXCEPTIONS.**

All late pick-ups are archived and tracked. Parents with three late pickups during the course of one week will incur a **100% fee increase** for any subsequent late pickup occurrence(s). After six incidents of late pick-ups, the child will not be able to attend the Center the next day, and enrollment for the future will be in jeopardy.

If a family has an emergency near the end of the day, such as a car breaking down, an illness, or traffic jams, parents must first inform the Center, and then make alternate plans for pick-up. Late fees will be imposed even under emergency conditions.

**NOTE:** Refusal to pay assessed late fees or confrontational behavior towards our staff concerning your balance late fee is **strictly prohibited** and will jeopardize your child's enrollment at THEMBA. We appreciate your understanding and commitment to this policy.

Sincerely,

Management

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Themba CLC Discipline & Positive Guidance Procedures

Professionals who work with young children expect to be met with challenging behavior from time to time. During the first five years of life, children are just beginning to learn how to handle their own intense emotions and conform to the behavioral expectations of society. As parents know, this is a lengthy process. It is also a central aspect of children's social and emotional development that can be guided using strategies based on research into early brain development.

All staff working at Themba will receive training prior to working with children. The training will continue every two years. If an employee is suspected of violating this discipline policy, the person will be suspended/terminated. Child Protective Services (CPS) and the Office of Childcare will independently investigate the allegations.

In early care and education setting, we define challenging behavior as any behavior that:

- interferes with children's learning, development, and success at play;
- is harmful to the child, other children, or adults;
- puts a child at high risk for later social problems or school failure.

The behavior can be direct (e.g. hitting, pushing, biting, kicking) or indirect (e.g. teasing, ignoring rules or instructions, excluding others, name-calling, destroying objects, having temper tantrums).

Themba's staff sees working with children's challenging behavior as an integral aspect of our job. The root meaning of the word *discipline* is "instruction" or "training." This meaning, rather than punishment, is the foundation for our approach to guiding children's behavior. We accept that young children will sometimes display their emotions or try to achieve their goals in unproductive or immature ways. That is simply part of being very young. Much of children's most valuable learning, especially in a group setting, occurs in the course of behavioral problem-solving. The approaches we use vary by age group, but have the following elements in common:

- **Adults model positive behavior** -- We show that we can accept, control and express feelings in direct and non-aggressive ways. We let children know that we are not afraid of their intense emotions and will not punish, threaten or withdraw from them.
- **Teachers design the physical environment to minimize conflict** -- We provide multiples of toys and materials for groups of children, define classroom and outdoor areas clearly to allow for both active and quiet play, and strive to maintain an appropriately calm level of stimulation.
- **Teachers maintain age-appropriate expectations for children's behavior** -- We attempt to minimize unreasonable waiting and transition times. We limit the length of a large group and teacher-directed activity times according to children's developmental levels. We give children large blocks of uninterrupted time during which to make their own activity choices.
- **Teachers establish simple rules, or expectations, for the classroom community** -- Older preschool children participate in this process early in the school year. When issues arise,

adults and children can reference the “Be safe, Be kind, Be respectful” guidelines as reminders about what kinds of behavior facilitate life in a group setting.

- **Adults closely observe and supervise children's activities and social interactions --** With our high ratios of adults to children and our emphasis on attentive observation, we can often intervene to guide children before situations escalate.
- **Adults help children verbalize their feelings, frustrations, and concerns --** The staff will help children describe problems, generate possible solutions, and think through logical consequences of their actions. Even babies will hear their caregivers describing actions, problems, solutions, and logical consequences. The adult role is to be a helper in positive problem-solving. We want children to value cooperation and teamwork. We help them to learn peaceful, productive approaches to interacting with peers.
- **Children whose behavior endangers others will be supervised away from other children --** This is not the same as the practice of using a "time out" (the traditional chair in the corner) for a child. An adult will help the child move away from a group situation. The child will then process the problem verbally with the staff member and any other concerned parties. An adult will stay close to any child who is emotionally out of control and needs private time to regain composure.
- **Discipline, i.e., guidance, will always be positive, productive, and immediate when behavior is inappropriate --** *No child will be humiliated, shamed, frightened, or subjected to physical punishment or verbal or physical abuse by any staff member working at Themba.* Every Teacher understands and follows our disciplinary approach as well as the standards on guidance and management in our Office of Child Care Licensing Regulations. We work with our families so that they also understand and employ this guidance approach.
- **If an employee suspects a teacher is violating this disciplinary policy.** The employee must notify the center’s director or the Office of Childcare immediately.
- When a pattern of behavior persists that endangers self, others, or property, or significantly disrupts the program, we will work with a child's family to find solutions, up to and including referral for outside services.

I \_\_\_\_\_ **acknowledge receipt of this Policy.**

Date \_\_\_\_\_

## Healthy & Nutritious Meals/Snack Policy

Themba Creative Learning Center provides nutritious breakfast/snacks and milk as part of your child's program. In addition, parents may decide to participate in a hot lunch program provided by Smart Lunches Catering Company or bring a healthy lunch from home.

Themba CLC promotes healthy eating habits and a positive attitude about food. Serving healthy food at preschool sets a great example for children and can be simple to prepare. Try to include at least 2 food groups for variety and balanced nutrition. Snacks/ Meals should be low in fat and sugar. Drinks may include milk, water, or 100% fruit juice.

Themba CLC is a nut-free school, please check labels accordingly and DO NOT bring any snacks/meals containing any nut products.

### Prohibited Foods

The following potential hazards may not be included in children's lunches sent from home: hotdogs (neither whole nor pieces), nuts, popcorn, raisins, raw peas, corn, raw carrots, hard pretzels of any size, or whole grapes. Meat must be cut in a portion that can be safely swallowed whole. \*\* Please see birthday celebration Guidelines about prohibited foods\*\*

Also, in order to prevent injuries from breaking glass, please do not send drinks in glass bottles. Juice boxes are easy for the children to handle; "Capri Sun" foil containers are not.

Suggested food items are:

**fruits & vegetables with low-fat dips, 100% juice, tortilla chips, and salsa, yogurt, fruit muffins, animal crackers, mozzarella string cheese, multi-grain chips, pretzels, pita bread chips, rice cakes, granola bars/no nuts, bagels, cereal bars, oatmeal meat, dry beans.**

Themba will not allow any junk food including birthday cake or fast food to be consumed in the facility. Please serve your child before entering the center any fast food/junk food products. Sodas are not allowed in the center.

Please do not send candy. A child with candy in her lunch will be asked to place it back in her cubby/lunchbox until pick-up time. Teachers ask that on the rare occasion when you bring in food from a fast-food establishment, you take the toy and food out of the bag, and present the food separately on a plate. The bag and the toy can be kept in your care until you pick up your child at the end of the day.

References: USDA Child and Adult Care Food Program/NAC Accreditation

## Healthy Foods For Celebrations

Please help us encourage lifelong healthy habits among our children. We encourage parents to join us for their child's birthday or other special occasions.

Typically, foods for celebration includes cupcakes, candy, cookies, and other "treats" that have a large amount of sugar, calories, and fat. There is nothing wrong with an occasional treat, but unhealthy choices have become the norm rather than the exception.

Please submit this form to the classroom teacher one week before your child's birthday party. All parties must start by 3:30 pm and end by 4:30 pm. Themba does not allow balloons since they are a major cause of choking in young children, **home-cooked food, cakes/cupcakes, or unhealthy snacks are also prohibited.**

The following is a list of alternatives our facility will allow for celebrations/special occasions that promote and reinforce good nutrition.

Please check all items you may bring to the party.

- |   |  |
|---|--|
| <input type="checkbox"/> 100% Juice boxes         | <input type="checkbox"/> Crackers                          |
| <input type="checkbox"/> Tortilla chips and salsa | <input type="checkbox"/> Flavored Milk                     |
| <input type="checkbox"/> Yogurt                   | <input type="checkbox"/> Cheese Pizza Only                 |
| <input type="checkbox"/> Fruit Muffins            | <input type="checkbox"/> Crackers with cheese              |
| <input type="checkbox"/> Fruit Smoothies          | <input type="checkbox"/> Mozzarella string cheese pack     |
| <input type="checkbox"/> Dried Fruit              | <input type="checkbox"/> Decorations/paper products Goodie |
| <input type="checkbox"/> Favors                   | <input type="checkbox"/> Bags/No Candy                     |
| <input type="checkbox"/> Pretzels                 | <input type="checkbox"/> Entertainment Name                |
| <input type="checkbox"/> Fresh Fruit/Vegetable    | <input type="checkbox"/> Other                             |
| <input type="checkbox"/> Animal                   |  |

\*\* If you would like something other than the items listed above please speak with the director for approval.

**NOTE: Limit two outside guests**

Child's Name \_\_\_\_\_ Date of Party \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Director's Signature \_\_\_\_\_

## Guidelines for Healthy Celebrations

Please help us encourage lifelong healthy habits among our children. We encourage parents to join us for their child's birthday or other special occasions.

Our facility will only allow healthy foods for celebrations. If you feel that you want to provide "treats" for a special celebration here is a list of non-food suggestions:

Stickers	Decorative pencils
Little toys	Party hats/Favors
Erasers	Bubbles
Finger/hand puppets	Whistles
Glow in the dark items	Rubber
stamps Party Favors	Fake Tattoos
Fake teeth	Toothbrushes

Before bringing items to the facility, make sure the items you wish to bring are approved and age-appropriate for the celebrating group.

Depending on the size and the number of children in your child's class, providing treats or gifts to all the children could become costly. Here are a couple of low-cost, easy ideas that will give your child a memorable experience on their special day:

- Decorate your child's classroom. Example: A banner with the child's name and "Happy Birthday." This will make your child feel special during the celebration/special occasion without adding unneeded fat and sugar to the diet.
- Take time to have a meal with your child at the center. This gives your child personal attention.
- Buy or supply a special book to be read during the day. Make it even more special by coming to your child's class to read the story.
- Plan and provide a special craft project for your child's class.



MARYLAND STATE DEPARTMENT OF EDUCATION

Office of Child Care

**HEALTH INVENTORY**

**Information and Instructions for Parents/Guardians**

**REQUIRED INFORMATION**

The following information is required prior to a child attending a Maryland State Department of Education licensed, registered or approved child care or nursery school:

- **A physical examination** by a physician or certified nurse practitioner completed no more than twelve months prior to attending child care. A Physical Examination form designated by the Maryland State Department of Education and the Department of Health and Mental Hygiene shall be used to meet this requirement (See COMAR 13A.15.03.02, 13A.16.03.02, and 13A.17.03.02).
- **Evidence of immunizations.** A Maryland Immunization Certification form for newly enrolling children may be obtained from the local health department or from school personnel. The immunization certification form (DHMH 896) or a printed or a computer-generated immunization record form and the required immunizations must be completed before a child may attend. This form can be found at:  
[http://ideha.dhmh.maryland.gov/IMMUN/pdf/896\\_form.pdf](http://ideha.dhmh.maryland.gov/IMMUN/pdf/896_form.pdf)
- **Evidence of Blood-Lead Testing for children living in designated at-risk areas.** The blood-lead testing certificate (DHMH 4620) (or another written document signed by a Health Care Practitioner) shall be used to meet this requirement. This form can be found at:  
<http://apps.fcps.org/dept/health/MarylandDHMHBloodLeadTestingCertificateDHMH4620.pdf>

**EXEMPTIONS**

Exemptions from a physical examination, immunizations, and Blood-Lead testing are permitted if the family has an objection based on their religious beliefs and practices. The Blood-Lead certificate must be signed by a Health Care Practitioner stating a questionnaire was done.

Children may also be exempted from immunization requirements if a physician, nurse practitioner or health department official certifies that there is a medical reason for the child not to receive a vaccine.

The health information on this form will be available only to those health and child care providers or child care personnel who have a legitimate care responsibility for your child.

**INSTRUCTIONS**

Please complete Part I of this Physical Examination form. Part II must be completed by a physician or nurse practitioner, or a copy of your child's physical examination must be attached to this form.

If your child requires medication to be administered during child care hours, you must have the physician complete a Medication Authorization Form (OCC 1216) for each medication. The Medication Authorization Form can be obtained at

[http://www.marylandpublicschools.org/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/30754/1216\\_MedAuth\\_r120511.pdf](http://www.marylandpublicschools.org/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/30754/1216_MedAuth_r120511.pdf)

If you do not have access to a physician or nurse practitioner or if your child requires an individualized health care plan, contact your local Health Department.

# PART I - HEALTH ASSESSMENT

## To be completed by parent or guardian

Child's Name: _____		Birth date: _____		Sex M <input type="checkbox"/> F <input type="checkbox"/>	
Last		First		Middle	
Address: _____					
Number		Street		Apt#	
City		State		Zip	
Parent/Guardian Name(s)		Relationship		Phone Number(s)	
		W:		C:	
		H:			
		W:		C:	
		H:			
Where do you usually take your child for routine medical care? Name: _____					
Address: _____				Phone Number: _____	
When was the last time your child had a physical exam? Month: _____ Year: _____					
Where do you usually take your child for dental care? Name: _____					
Address: _____				Phone Number: _____	
<b>ASSESSMENT OF CHILD'S HEALTH</b> - To the best of your knowledge has your child had any problem with the following? Check Yes or No and provide a comment for any YES answer.					
	Yes	No	Comments (required for any Yes answer)		
Allergies (Food, Insects, Drugs, Latex, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
Allergies (Seasonal)	<input type="checkbox"/>	<input type="checkbox"/>			
Asthma or Breathing	<input type="checkbox"/>	<input type="checkbox"/>			
Behavioral or Emotional	<input type="checkbox"/>	<input type="checkbox"/>			
Birth Defect(s)	<input type="checkbox"/>	<input type="checkbox"/>			
Bladder	<input type="checkbox"/>	<input type="checkbox"/>			
Bleeding	<input type="checkbox"/>	<input type="checkbox"/>			
Bowels	<input type="checkbox"/>	<input type="checkbox"/>			
Cerebral Palsy	<input type="checkbox"/>	<input type="checkbox"/>			
Coughing	<input type="checkbox"/>	<input type="checkbox"/>			
Developmental Delay	<input type="checkbox"/>	<input type="checkbox"/>			
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>			
Ears or Deafness	<input type="checkbox"/>	<input type="checkbox"/>			
Eyes or Vision	<input type="checkbox"/>	<input type="checkbox"/>			
Head Injury	<input type="checkbox"/>	<input type="checkbox"/>			
Heart	<input type="checkbox"/>	<input type="checkbox"/>			
Hospitalization (When, Where)	<input type="checkbox"/>	<input type="checkbox"/>			
Lead Poisoning/Exposure	<input type="checkbox"/>	<input type="checkbox"/>			
Life Threatening Allergic Reactions	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Limits <input type="checkbox"/> on Physical Activity	<input type="checkbox"/>	<input type="checkbox"/>			
Meningitis	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Prematurity	<input type="checkbox"/>	<input type="checkbox"/>			
Seizures	<input type="checkbox"/>	<input type="checkbox"/>			
Sickle Cell Disease	<input type="checkbox"/>	<input type="checkbox"/>			
Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>			
Surgery	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>			
Does your child take medication (prescription or non-prescription) at any time?					
No		Yes, name(s) of medication(s): _____			

**Does your child receive any special treatments?** (nebulizer, epi-pen, etc.) No  Yes, type of treatment:

**Does your child require any special procedures?** (catheterization, G-Tube, etc.) No  Yes  what procedure(s):

I GIVE MY PERMISSION FOR THE HEALTH PRACTITIONER TO COMPLETE PART II OF THIS FORM. I UNDERSTAND IT IS FOR CONFIDENTIAL USE IN MEETING MY CHILD'S HEALTH NEEDS IN CHILD CARE.

**I ATTEST THAT INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

Signature of Parent/Guardian

Date

**PART II - CHILD HEALTH ASSESSMENT**  
To be completed **ONLY** by Physician/Nurse Practitioner

<b>Child's Name:</b> Last _____ First _____ Middle _____	<b>Birth Date:</b> Month / Day / Year _____	<b>Sex</b> M <input type="checkbox"/> F <input type="checkbox"/>
---	--	---

1. Does the child named above have a diagnosed medical condition? No  Yes   
Yes, describe:

2.  Does  the child have a health condition that may require EMERGENCY ACTION while he/she is in child care? (e.g., seizure, allergy, asthma, bleeding problem, diabetes, heart problem, or other problem) If yes, please DESCRIBE and describe emergency action(s) on the emergency card.  
No  Yes, describe:

3. PE Findings							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health Area</b>	<b>WNL</b>	<b>ABNL</b>	<b>Not Evaluated</b>	<b>Health Area</b>	<b>WNL</b>	<b>ABNL</b>	<b>Not Evaluated</b>
Attention Deficit/Hyperactivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lead Exposure/Elevated Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior/Adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bowel/Bladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Musculoskeletal/orthopedic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardiac/murmur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neurological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical Illness/Impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Endocrine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Psychosocial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunodeficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REMARKS:** (Please explain any abnormal findings.)

4. **RECORD OF IMMUNIZATIONS** – DHMH 896/or other official immunization document (e.g. military immunization record of immunizations) is required to be completed by a health care provider **or** a computer generated immunization record must be provided. (This form may be obtained from: [http://ideha.dhmh.maryland.gov/IMMUN/pdf/896\\_form.pdf](http://ideha.dhmh.maryland.gov/IMMUN/pdf/896_form.pdf))

**RELIGIOUS OBJECTION:**  
I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any immunizations being given to my child. This exemption does not apply during an emergency or epidemic of disease.  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. Is the child on medication?  
No  Yes, indicate medication and diagnosis: \_\_\_\_\_  
**(OCC 1216 Medication Authorization Form must be completed to administer medication in child care).**

6. Should there be any restriction of physical activity in child care?  No  Yes, specify nature and duration of restriction:

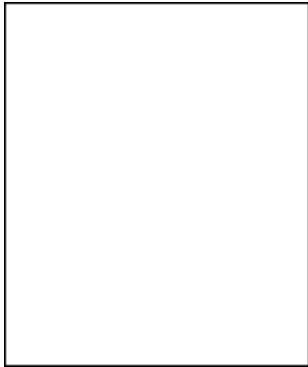
7. Test/Measurement	Results	Date Taken
<input type="checkbox"/> Tuberculin Test		
Blood Pressure		
Height		
Weight		
BMI %tile		
Lead Test Indicated: <input type="checkbox"/> Yes <input type="checkbox"/> No		

(Child's Name) **has had a complete physical examination and any concerns have been noted above.**

Additional Comments:

Physician/Nurse Practitioner (Type or Print):	Phone Number:	Physician/Nurse Practitioner Signature:	Date:
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MARYLAND STATE DEPARTMENT OF EDUCATION  
OFFICE OF CHILD CARE  
MEDICATION ADMINISTRATION AUTHORIZATION FORM



Child Care Program:

This form must be completed fully in order for child care providers and staff to administer the required medication. A new medication administration form must be completed at the beginning of each 12-month period, for each medication, and each time there is a change in dosage or time of administration of medication.

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- Non-prescription medication must be in the original container with the label intact.
- An adult must bring the medication to the facility.

Child's Picture

**PRESCRIBER'S AUTHORIZATION**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Condition for which medication is being administered: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Time/frequency of administration: \_\_\_\_\_ If PRN, frequency: \_\_\_\_\_

(PRN=as needed)

If PRN, for what symptoms: \_\_\_\_\_ Possible side effects - Specify: \_\_\_\_\_

Medication shall be administered from: \_\_\_\_\_ to \_\_\_\_\_  
Month / Day / Year Month / Day / Year (not to exceed 1 year)

Prescriber's Name/Title: \_\_\_\_\_  
(Type or print)

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



(Original signature or signature stamp ONLY)

This space may used for the Prescriber's Address Stamp

**PARENT/GUARDIAN AUTHORIZATION**

I/We request authorized child care provider/staff to administer the medication as prescribed by the above prescriber. I/We certify that I/we have legal authority to consent to medical treatment for the child named above, including the administration of medication at the facility. I/We understand that at the end of the authorized period, an adult must pick up the medication, otherwise it will be discarded.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL**

Self carry/self administration of **emergency** medication noted above may be authorized by the prescriber.

Prescriber's authorization: \_\_\_\_\_  
Signature Date

Parental approval: \_\_\_\_\_

Signature Date

**FACILITY RECEIPT AND REVIEW**

Medication was received from: \_\_\_\_\_ Date: \_\_\_\_\_  
Special Health Care Plan

Received:  YES  NO

Medication was received by: \_\_\_\_\_  
Signature of Person Receiving Medication and Reviewing the Form Date





# Medical Authorization to Treat a Minor

Authorization is given to any one of the following:

Themba Creative Learning Centers and staff members acting as agents of Themba Creative Learning Centers

From: \_\_\_\_\_

Full name of parent(s) or guardian of child \_\_\_\_\_

Address and phone number \_\_\_\_\_

\_\_\_\_\_ to consent to unexpected or emergency medical and dental treatment and surgical care for my/our child/children on my/our behalf, and to consent to hospitalization if, at time of injury or illness, it is recommended by a private physician or consulting physician.

Name(s) of Minors	Birthdates	Allergies & Special Conditions
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____

I/We will be responsible for charges incurred for any emergency service, including; ambulance, medical, dental or surgical treatment and/or hospitalization rendered by reason of this authorization.

For further emergency Contact please provide Child's mother and father employer information:

Mother Employer \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Father Employer \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Signature of Parent (1) \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Parent (2) \_\_\_\_\_ Date \_\_\_\_\_

FAMILY INFORMATION

Name Of Child (1) \_\_\_\_\_ DOB \_\_\_\_\_

Known allergies: \_\_\_\_\_  
\_\_\_\_\_

Medications child is taking (list):  
\_\_\_\_\_

Pediatrician \_\_\_\_\_

Phone \_\_\_\_\_

Dentist \_\_\_\_\_

Phone \_\_\_\_\_

Insurance Company \_\_\_\_\_

Phone \_\_\_\_\_

Member's name \_\_\_\_\_

Identification Number \_\_\_\_\_

Name Of Child (2) \_\_\_\_\_ DOB \_\_\_\_\_

Known allergies: \_\_\_\_\_  
\_\_\_\_\_

Medications child is taking (list):  
\_\_\_\_\_

Pediatrician \_\_\_\_\_

Phone \_\_\_\_\_

Dentist \_\_\_\_\_

Phone \_\_\_\_\_

Insurance Company \_\_\_\_\_

Phone \_\_\_\_\_

Member's name \_\_\_\_\_

Identification Number \_\_\_\_\_



**Please initial on each line, to show you agree with our policies.**

\_\_\_\_\_ Parents must attend all 4 mandatory parent workshops.

\_\_\_\_\_ Students will not be permitted to come to school after the  
10 minute grace period.

\_\_\_\_\_ Parents will pay a late fee if you pick up your child after  
school is closed.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date