

CACFP Enrollment: Yes:  No:

Meals your child will receive while in care:

BK  LN  SU  AM Snk  PM Snk  Evng Snk

**EMERGENCY FORM**

**INSTRUCTIONS TO PARENTS:**

- (1) Complete all items on this side of the form. Sign and date where indicated. Please mark "N/A" if an item is not applicable.
- (2) If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

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

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

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

Parent/Guardian Name(s)	Relationship	Contact Information		
		Email:	C:	W:
			H:	Employer:
		Email:	C:	W:
			H:	Employer:

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) \_\_\_\_\_  
Last First

Address \_\_\_\_\_  
Street/Apt. # City State Zip Code

2. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

Address \_\_\_\_\_  
Street/Apt. # City State Zip Code

3. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

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 child care 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

# 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 health care provider per COMAR 13A.15.03.04, 13A.16.03.04, 13A.17.03.04, and 13A.18.03.04. A Physical Examination form designated by the Maryland State Department of Education and the Maryland Department of Health shall be used to meet this requirement (See COMAR 13A.15.03.02, 13A.16.03.02, 13A.17.03.02 and 13A.18.03.02).
- **Evidence of immunizations.** The immunization certification form (MDH 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: <https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms> Select MDH 896.
- **Evidence of Blood-Lead Testing for children younger than 6 years old.** The blood-lead testing certificate (MDH 4620) or another written document signed by a Health Care Practitioner shall be used to meet this requirement. This form can be found at: <https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms> Select MDH 4620.
- **Medication Administration Authorization Forms.** If the child is receiving any medications or specialized health care services, the parent and health care provider should complete the appropriate Medication Authorization and/or Special Health Care Needs form. These forms can be found at: Select Forms OCC 1216 through OCC 1216D as appropriate. <https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms>

### EXEMPTIONS

Exemptions from a physical examination, immunizations, and Blood-Lead testing are permitted if the parent has an objection based on their bona fide 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 the child.

### INSTRUCTIONS

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

If the child does not have health care insurance or access to a health care provider, or if the child requires an individualized health care plan or immunizations, contact the local Health Department. Information on how to contact the local Health Department can be found here: <https://health.maryland.gov/Pages/Home.aspx#>

The Child Care Scholarship (CCS) Program provides financial assistance with child care costs to eligible working families in Maryland. Information on how to apply for the Child Care Scholarship Program can be found here: <https://earlychildhood.marylandpublicschools.org/child-care-providers/child-care-scholarship-program>

**PART I - HEALTH ASSESSMENT**  
**To be completed by parent or guardian**

<b>Child's Name:</b> _____			<b>Birth date:</b> _____		<b>Sex</b>
Last                      First                      Middle			Mo / Day / Yr		M <input type="checkbox"/> F <input type="checkbox"/>
<b>Address:</b> _____					
Number      Street		Apt#      City		State      Zip	
<b>Parent/Guardian Name(s)</b>		<b>Relationship</b>	<b>Phone Number(s)</b>		
			W: _____	C: _____	H: _____
			W: _____	C: _____	H: _____
<b>Medical Care Provider</b>		<b>Health Care Specialist</b>	<b>Dental Care Provider</b>	<b>Health Insurance</b>	<b>Last Time Child Seen for Physical Exam:</b>
<b>Name:</b> _____		<b>Name:</b> _____	<b>Name:</b> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Dental Care:</b>
<b>Address:</b> _____		<b>Address:</b> _____	<b>Address:</b> _____	<b>Child Care Scholarship</b>	<b>Specialist:</b>
<b>Phone:</b> _____		<b>Phone:</b> _____	<b>Phone:</b> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>ASSESSMENT OF CHILD'S HEALTH - 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.</b>					
	<b>Yes</b>	<b>No</b>	<b>Comments (required for any Yes answer)</b>		
Allergies	<input type="checkbox"/>	<input type="checkbox"/>			
Asthma or Breathing	<input type="checkbox"/>	<input type="checkbox"/>			
ADHD	<input type="checkbox"/>	<input type="checkbox"/>			
Autism Spectrum Disorder	<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"/>			
Communication	<input type="checkbox"/>	<input type="checkbox"/>			
Developmental Delay	<input type="checkbox"/>	<input type="checkbox"/>			
Diabetes Mellitus	<input type="checkbox"/>	<input type="checkbox"/>			
Ears or Deafness	<input type="checkbox"/>	<input type="checkbox"/>			
Eyes	<input type="checkbox"/>	<input type="checkbox"/>			
Feeding/Special Dietary Needs	<input type="checkbox"/>	<input type="checkbox"/>			
Head Injury	<input type="checkbox"/>	<input type="checkbox"/>			
Heart	<input type="checkbox"/>	<input type="checkbox"/>			
Hospitalization (When, Where, Why)	<input type="checkbox"/>	<input type="checkbox"/>			
Lead Poisoning/Exposure	<input type="checkbox"/>	<input type="checkbox"/>			
Life Threatening/Anaphylactic Reactions	<input type="checkbox"/>	<input type="checkbox"/>			
Limits on Physical Activity	<input type="checkbox"/>	<input type="checkbox"/>			
Meningitis	<input type="checkbox"/>	<input type="checkbox"/>			
Mobility-Assistive Devices if any	<input type="checkbox"/>	<input type="checkbox"/>			
Prematurity	<input type="checkbox"/>	<input type="checkbox"/>			
Seizures	<input type="checkbox"/>	<input type="checkbox"/>			
Sensory Impairment	<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"/>			
Vision	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Does your child take medication (prescription or non-prescription) at any time? and/or for ongoing health condition?</b>					
<input type="checkbox"/> No <input type="checkbox"/> Yes, If yes, attach the appropriate OCC 1216 form.					
<b>Does your child receive any special treatments? (Nebulizer, EPI Pen, Insulin, Blood Sugar check, Nutrition or Behavioral Health Therapy /Counseling etc.)</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach the appropriate OCC 1216 form and Individualized Treatment Plan					
<b>Does your child require any special procedures? (Urinary Catheterization, Tube feeding, Transfer, Ostomy, Oxygen supplement, etc.)</b>					
<input type="checkbox"/> No <input type="checkbox"/> Yes, If yes, attach the appropriate OCC 1216 form and Individualized Treatment Plan					
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.					
<b>I ATTEST THAT INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.</b>					
Printed Name and Signature of Parent/Guardian _____					Date _____

**PART II - CHILD HEALTH ASSESSMENT**  
To be completed **ONLY** by Health Care Provider

<b>Child's Name:</b>			<b>Birth Date:</b>			<b>Sex</b>	
Last	First	Middle	Month / Day / Year			M <input type="checkbox"/> F <input type="checkbox"/>	
1. Does the child named above have a diagnosed medical, developmental, behavioral or any other health condition? <input type="checkbox"/> No <input type="checkbox"/> Yes, describe:							
2. Does the child receive care from a Health Care Specialist/Consultant? <input type="checkbox"/> No <input type="checkbox"/> Yes, describe							
3. Does the child have a health condition which 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. <input type="checkbox"/> No <input type="checkbox"/> Yes, describe:							
4. Health Assessment Findings							
<b>Physical Exam</b>	<b>WNL</b>	<b>ABNL</b>	<b>Not Evaluated</b>	<b>Health Area of Concern</b>	<b>NO</b>	<b>YES</b>	<b>DESCRIBE</b>
Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allergies	<input type="checkbox"/>	<input type="checkbox"/>	
Eyes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	
Ears/Nose/Throat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attention Deficit/Hyperactivity	<input type="checkbox"/>	<input type="checkbox"/>	
Dental/Mouth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Autism Spectrum Disorder	<input type="checkbox"/>	<input type="checkbox"/>	
Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bleeding Disorder	<input type="checkbox"/>	<input type="checkbox"/>	
Cardiac	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes Mellitus	<input type="checkbox"/>	<input type="checkbox"/>	
Gastrointestinal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eczema/Skin issues	<input type="checkbox"/>	<input type="checkbox"/>	
Genitourinary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Feeding Device/Tube	<input type="checkbox"/>	<input type="checkbox"/>	
Musculoskeletal/orthopedic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lead Exposure/Elevated Lead	<input type="checkbox"/>	<input type="checkbox"/>	
Neurological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mobility Device	<input type="checkbox"/>	<input type="checkbox"/>	
Endocrine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nutrition/Modified Diet	<input type="checkbox"/>	<input type="checkbox"/>	
Skin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical illness/impairment	<input type="checkbox"/>	<input type="checkbox"/>	
Psychosocial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory Problems	<input type="checkbox"/>	<input type="checkbox"/>	
Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seizures/Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	
Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sensory Impairment	<input type="checkbox"/>	<input type="checkbox"/>	
Hematology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developmental Disorder	<input type="checkbox"/>	<input type="checkbox"/>	
Developmental Milestones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:			
<b>REMARKS:</b> (Please explain any abnormal findings.)							
<b>5. Measurements</b>		<b>Date</b>		<b>Results/Remarks</b>			
Tuberculosis Screening/Test, if indicated							
Blood Pressure							
Height							
Weight							
BMI % tile							
Developmental Screening							
6. Is the child on medication? <input type="checkbox"/> No <input type="checkbox"/> Yes, indicate medication and diagnosis: (OCC 1216 Medication Authorization Form must be completed to administer medication in child care). <a href="https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms">https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms</a>							
7. Should there be any restriction of physical activity in child care? <input type="checkbox"/> No <input type="checkbox"/> Yes, specify nature and duration of restriction:							
8. Are there any dietary restrictions? <input type="checkbox"/> No <input type="checkbox"/> Yes, specify nature and duration of restriction:							
9. <b>RECORD OF IMMUNIZATIONS</b> – MDH 896 or other official immunization document (e.g. military immunization record of immunizations) is required to be completed by a health care provider <b>or</b> a computer generated immunization record must be provided. (This form may be obtained from: <a href="https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms">https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms</a> Select MDH 896.)							
10. <b>RECORD OF LEAD TESTING</b> - MDH 4620 or other official document is required to be completed by a health care provider. (This form may be obtained from: <a href="https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms">https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms</a> Select MDH 4620)  Under Maryland law, all children younger than 6 years old who are enrolled in child care must receive a blood lead test at 12 months and 24 months of age. Two tests are required if the 1st test was done prior to 24 months of age. If a child is enrolled in child care during the period between the 1st and 2nd tests, his/her parents are required to provide evidence from their health care provider that the child received a second test after the 24 month well child visit. If the 1st test is done after 24 months of age, one test is required.							

Additional Comments: \_\_\_\_\_

Health Care Provider Name (Type or Print):	Phone Number:	Health Care Provider Signature:	Date:

**MARYLAND DEPARTMENT OF HEALTH IMMUNIZATION CERTIFICATE**

CHILD'S NAME \_\_\_\_\_  
LAST
FIRST
MI

SEX: MALE  FEMALE  BIRTHDATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

COUNTY \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
 OR  
 GUARDIAN ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

Dose #	DTP-DTaP-DT Mo/Day/Yr	Polio Mo/Day/Yr	Hib Mo/Day/Yr	Hep B Mo/Day/Yr	PCV Mo/Day/Yr	Rotavirus Mo/Day/Yr	MCV Mo/Day/Yr	HPV Mo/Day/Yr	Hep A Mo/Day/Yr	MMR Mo/Day/Yr	Varicella Mo/Day/Yr	Varicella Disease Mo / Yr	COVID-19 Mo/Day/Yr
1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1		DOSE #1
2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2		DOSE #2
3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	Td Mo/Day/Yr	Tdap Mo/Day/Yr	MenB Mo/Day/Yr	Other Mo/Day/Yr	
4	DOSE #4	DOSE #4	DOSE #4	DOSE #4									
5	DOSE #5												

To the best of my knowledge, the vaccines listed above were administered as indicated.

Clinic / Office Name  
Office Address/ Phone Number

- Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Medical provider, local health department official, school official, or child care provider only)
- Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_
- Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Lines 2 and 3 are for certification of vaccines given after the initial signature.

**COMPLETE THE APPROPRIATE SECTION BELOW IF THE CHILD IS EXEMPT FROM VACCINATION ON MEDICAL OR RELIGIOUS GROUNDS. ANY VACCINATION(S) THAT HAVE BEEN RECEIVED SHOULD BE ENTERED ABOVE.**

**MEDICAL CONTRAINDICATION:**

**Please check the appropriate box to describe the medical contraindication.**

This is a:  Permanent condition OR  Temporary condition until \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

The above child has a valid medical contraindication to being vaccinated at this time. Please indicate which vaccine(s) and the reason for the contraindication, \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Medical Provider / LHD Official

**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 vaccine(s) being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## How To Use This Form

The medical provider that gave the vaccinations may record the dates (using month/day/year) directly on this form (check marks are not acceptable) and certify them by signing the signature section. Combination vaccines should be listed individually, by each component of the vaccine. A different medical provider, local health department official, school official, or child care provider may transcribe onto this form and certify vaccination dates from any other record which has the authentication of a medical provider, health department, school, or child care service.

**Only a medical provider, local health department official, school official, or child care provider may sign 'Record of Immunization' section of this form. This form may not be altered, changed, or modified in any way.**

### Notes:

1. When immunization records have been lost or destroyed, vaccination dates may be reconstructed for all vaccines except **varicella, measles, mumps, or rubella.**
2. Reconstructed dates for all vaccines must be reviewed and approved by a medical provider or local health department no later than 20 calendar days following the date the student was temporarily admitted or retained.
3. Blood test results are NOT acceptable evidence of immunity against diphtheria, tetanus, or pertussis (DTP/DTaP/Tdap/DT/Td).
4. Blood test verification of immunity is acceptable in lieu of polio, measles, mumps, rubella, hepatitis B, or varicella vaccination dates, but **revaccination may be more expedient.**
5. History of disease is NOT acceptable in lieu of any of the required immunizations, except varicella.

## Immunization Requirements

The following excerpt from the MDH Code of Maryland Regulations (COMAR) 10.06.04.03 applies to schools:

"A preschool or school principal or other person in charge of a preschool or school, public or private, may not knowingly admit a student to or retain a student in a:

- (1) Preschool program unless the student's parent or guardian has furnished evidence of age appropriate immunity against Haemophilus influenzae, type b, and pneumococcal disease;
- (2) Preschool program or kindergarten through the second grade of school unless the student's parent or guardian has furnished evidence of age-appropriate immunity against pertussis; and
- (3) Preschool program or kindergarten through the 12th grade unless the student's parent or guardian has furnished evidence of age-appropriate immunity against: (a) Tetanus; (b) Diphtheria; (c) Poliomyelitis; (d) Measles (rubeola); (e) Mumps; (f) Rubella; (g) Hepatitis B; (h) Varicella; (i) Meningitis; and (j) Tetanus-diphtheria-acellular pertussis acquired through a Tetanus-diphtheria-acellular pertussis (Tdap) vaccine."

Please refer to the "**Minimum Vaccine Requirements for Children Enrolled in Pre-school Programs and in Schools**" to determine age-appropriate immunity for preschool through grade 12 enrollees. The minimum vaccine requirements and MDH COMAR 10.06.04.03 are available at [www.health.maryland.gov](http://www.health.maryland.gov). (Choose Immunization in the A-Z Index)

Age-appropriate immunization requirements for licensed childcare centers and family day care homes are based on the Department of Human Resources COMAR 13A.15.03.02 and COMAR 13A.16.03.04 G & H and the "**Age-Appropriate Immunizations Requirements for Children Enrolled in Child Care Programs**" guideline chart are available at [www.health.maryland.gov](http://www.health.maryland.gov). (Choose Immunization in the A-Z Index)

MARYLAND DEPARTMENT OF HEALTH BLOOD LEAD TESTING CERTIFICATE

Instructions: Use this form when enrolling a child in child care, pre-kindergarten, kindergarten or first grade. BOX A is to be completed by the parent or guardian. BOX B, also completed by parent/guardian, is for a child born before January 1, 2015 who does not need a lead test (children must meet all conditions in Box B). BOX C should be completed by the health care provider for any child born on or after January 1, 2015, and any child born before January 1, 2015 who does not meet all the conditions in Box B. BOX D is for children who are not tested due to religious objection (must be completed by health care provider).

BOX A-Parent/Guardian Completes for Child Enrolling in Child Care, Pre-Kindergarten, Kindergarten, or First Grade

CHILD'S NAME LAST FIRST MIDDLE
CHILD'S ADDRESS STREET ADDRESS (with Apartment Number) CITY STATE ZIP
SEX: O Male O Female BIRTHDATE PHONE
PARENT OR GUARDIAN LAST FIRST MIDDLE

BOX B - For a Child Who Does Not Need a Lead Test (Complete and sign if child is NOT enrolled in Medicaid AND the answer to EVERY question below is NO):

Was this child born on or after January 1, 2015? O YES O NO
Has this child ever lived in one of the areas listed on the back of this form? O YES O NO
Does this child have any known risks for lead exposure (see questions on reverse of form and talk with your child's health care provider if you are unsure)? O YES O NO

If all answers are NO, sign below and return this form to the child care provider or school.

Parent or Guardian Name (Print): Signature: Date:

If the answer to ANY of these questions is YES, OR if the child is enrolled in Medicaid, do not sign Box B. Instead, have health care provider complete Box C or Box D.

BOX C - Documentation and Certification of Lead Test Results by Health Care Provider

Table with 4 columns: Test Date, Type (V=venous, C=capillary), Result (mcg/dL), Comments. Rows contain 'Make a selection:'.

Comments:

Person completing form: O Health Care Provider/Designee OR O School Health Professional/Designee

Provider Name: Signature:

Date: Phone:

Office Address:

BOX D - Bona Fide Religious Beliefs

I am the parent/guardian of the child identified in Box A, above. Because of my bona fide religious beliefs and practices, I object to any blood lead testing of my child.

Parent or Guardian Name (Print): Signature: Date:

\*\*\*\*\*

This part of BOX D must be completed by child's health care provider: Lead risk poisoning risk assessment questionnaire done: O YES O NO

Provider Name: Signature:

Date: Phone:

Office Address:



## HOW TO USE THIS FORM

The documented tests should be the blood lead tests at 12 months and 24 months of age. Two test dates and results are required if the first test was done prior to 24 months of age. If the first test is done after 24 months of age, one test date with result is required. The child's primary health care provider may record the test dates and results directly on this form and certify them by signing or stamping the signature section. A school health professional or designee may transcribe onto this form and certify test dates from any other record that has the authentication of a medical provider, health department, or school. All forms are kept on file with the child's school health record.

### At Risk Areas by ZIP Code from the 2004 Targeting Plan (for children born BEFORE January 1, 2015)

<u>Allegany</u>	<u>Baltimore Co.</u>	<u>Carroll</u>	<u>Frederick</u>	<u>Kent</u>	<u>Prince George's</u>	<u>Queen Anne's</u>
ALL	(Continued)		(Continued)		(Continued)	(Continued)
	21212	21155	21776	21610	20737	21640
	21215	21757	21778	21620	20738	21644
<u>Anne Arundel</u>	21219	21776	21780	21645	20740	21649
20711	21220	21787	21783	21650	20741	21651
20714	21221	21791	21787	21651	20742	21657
20764	21222		21791	21661	20743	21668
20779	21224	<u>Cecil</u>	21798	21667	20746	21670
21060	21227	21913			20748	
21061	21228		<u>Garrett</u>	<u>Montgomery</u>	20752	<u>Somerset</u>
21225	21229	<u>Charles</u>	ALL	20783	20770	ALL
21226	21234	20640		20787	20781	
21402	21236	20658	<u>Harford</u>	20812	20782	<u>St. Mary's</u>
	21237	20662	21001	20815	20783	20606
<u>Baltimore Co.</u>	21239		21010	20816	20784	20626
21027	21244	<u>Dorchester</u>	21034	20818	20785	20628
21052	21250	ALL	21040	20838	20787	20674
21071	21251		21078	20842	20788	20687
21082	21282	<u>Frederick</u>	21082	20868	20790	
21085	21286	20842	21085	20877	20791	<u>Talbot</u>
21093		21701	21130	20901	20792	21612
21111	<u>Baltimore City</u>	21703	21111	20910	20799	21654
21133	ALL	21704	21160	20912	20912	21657
21155		21716	21161	20913	20913	21665
21161	<u>Calvert</u>	21718				21671
21204	20615	21719	<u>Howard</u>	<u>Prince George's</u>	<u>Queen Anne's</u>	21673
21206	20714	21727	20763	20703	21607	21676
21207		21757		20710	21617	
21208	<u>Caroline</u>	21758		20712	21620	<u>Washington</u>
21209	ALL	21762		20722	21623	ALL
21210		21769		20731	21628	
						<u>Wicomico</u>
						ALL
						<u>Worcester</u>
						ALL

### **Lead Risk Assessment Questionnaire Screening Questions:**

1. Lives in or regularly visits a house/building built before 1978 with peeling or chipping paint, recent/ongoing renovation or remodeling?
2. Ever lived outside the United States or recently arrived from a foreign country?
3. Sibling, housemate/playmate being followed or treated for lead poisoning?
4. If born before 1/1/2015, lives in a 2004 "at risk" zip code?
5. Frequently puts things in his/her mouth such as toys, jewelry, or keys, eats non-food items (pica)?
6. Contact with an adult whose job or hobby involves exposure to lead?
7. Lives near an active lead smelter, battery recycling plant, other lead-related industry, or road where soil and dust may be contaminated with lead?
8. Uses products from other countries such as health remedies, spices, or food, or store or serve food in leaded crystal, pottery or pewter.

# Financial Agreement Form



Child's Full Name: \_\_\_\_\_ Child's Birthday: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

## **Tuition and Fee Information:**

A 10% discount in tuition will be given to members of RTBC or Iglesia Bautista Vida Nueva, or to families with more than one child enrolled. Only one discount may apply. Membership will be verified before discount is granted.

A \$75.00 registration fee per child (\$100.00 family max.) is due with the registration form and is **non-refundable**.

A one-time, **non-refundable** annual Classroom Fee will be due no later than July 1, 2023. This helps to cover supplies and snacks throughout the school year.

A Tuition Deposit equal to one month's tuition is due by July 1, 2023. This will help cover your June 2024 tuition and is **non-refundable** even in the event your child does not finish the school year with us. Tuition is due monthly thereafter September thru May.

### **Monday/Wednesday or Tuesday/Thursday 2s:**

Tuition—\$315.00 Classroom Fee—\$130.00

**Fridays Only 2s:** Tuition—\$170.00 Classroom Fee—\$70.00

### **Add Fridays:**

Tuition—\$365.00 Classroom Fee—\$150.00

### **M/W or T/Th 3s:**

Tuition—\$260.00 Classroom Fee—\$120.00

### **M/W/F or T/Th/F 3s:**

Tuition—\$310.00 Classroom Fee—\$145.00

### **MW/TTH 3s with Extension:**

Tuition—\$355.00 Classroom Fee: \$130.00

### **M/W/F or T/Th/F Extension:**

Tuition—\$465 Classroom Fee—\$150.00

### **M/W/F 4s:**

Tuition—\$310.00 Classroom Fee—\$145.00

### **M/W/F 4s with Extension:**

Tuition—\$465 Classroom Fee—\$150.00

### **Monday-Friday PreK:**

Tuition—\$420.00 Classroom Fee—\$165.00

### **Monday-Friday PreK with Extension:**

Tuition—\$635.00 Classroom Fee—\$170.00

Monthly tuition is due on the first of each month. A \$10.00 late fee will be charged if tuition is not received by the 10<sup>th</sup> of the month.

## **Payment Information:**

We accept checks and credit cards (Visa, MasterCard, Discover, or American Express) online via our website. Please do not send in payments with your child or give your payment to a staff member. Payments should be made out to The Preschool at Riva Trace or The P@RT. Mail your payments to: Riva Trace Baptist Church, 475 West Central Avenue, Davidsonville, Maryland 21035 Attn: Preschool Accounting Department or you may use the drop box in the Preschool office. Please be sure to write your child's full name and class in the memo field of your check. At this time, we do not accept cash payments. Please feel free contact the Finance Office ([jandino@rtbc.org](mailto:jandino@rtbc.org)) to discuss any questions or concerns you may have.

A \$25.00 fee will be charged for every returned check.

## **General Information:**

Delinquent payments of one month may result in the child's enrollment being cancelled.

We do not issue payment books. Tax Statements will be given upon request.

We do not make any tuition reductions due to extended absences of your child.

Please be prompt at dismissal time as tardiness may cause anxiety in your child. Parents who do not pick up their children by dismissal time will incur an overtime charge as outlined in the parent handbook. If there is a consistent issue with tardiness at dismissal time you will be contacted by the Director or a Pastor, and childcare charges may be applied.

All field trips, both in-house and off campus, are optional and subject to an extra, **non-refundable fee**. If you choose not to send your child to school on the day of a field trip you will not receive a tuition reduction or refund for that day.

The Preschool will follow the AACPS closings due to inclement weather. When public schools are closed for the day The Preschool will be closed for the day and we will not issue a tuition reduction or refund for inclement weather closings.

The Preschool will observe State of Emergency/Stay at Home orders as issued by the government. Prolonged closures may result in a change of tuition charged. Notification will come from the Director via email.

If you need to withdrawal your child from The Preschool we require two weeks written notice. Verbal notifications are not accepted. We do not reimburse the last month's tuition. Any tuition paid for the month of withdrawal will be reimbursed on a pro-rated basis for that month only.

If there is a problem with non-payment, delinquent payments, or returned checks you will be contacted by the Director and a Pastor. We reserve the right to remove a child for non-payment of tuition and fees.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# The Preschool at Riva Trace Discipline Policy

Discipline at The Preschool at Riva Trace and Kindergarten at Riva Trace is designed to encourage the development of self-control in the child. A child who is in control of his or her behavior is happier and better able to learn from the classroom experience. The staff of The P@RT and K@RT handles all discipline situations with patience, love, and understanding. Our goal is to nurture and care for the children while stressing Christian values in the positive growth of each child.

## **RULES OF BEHAVIOR**

- Students will follow the rules of safety in the classroom and on the playground as instructed by the teachers.
- Students will follow general rules of polite behavior.
- Students will display no roughness of any kind. This includes pushing, kicking, pinching, grabbing, etc.
- Students will not use name calling or disrespectful language.
- Students will respect the property of others.

Appropriate behavior is praised and encouraged, however, occasionally a child may need to be reminded of what is expected of him or her in the classroom or on the playground.

Our discipline is as follows:

- 1st step      Positively redirect the child by reminding him or her of what is allowed in the classroom or on the playground. The child will be redirected to another activity to help him/her regain control of their behavior (in effect this is a warning).
- 2nd step      If the child has not regained control of his or her behavior, he/she may need a few minutes to calm down. (This is a consequence for their behavior).
- 3rd step      If the child continues to have difficulty with self-control the director will be notified.
- 4th step      If the director warrants it necessary, the parent will be notified and asked to pick up the child for that day.

The teacher will have ongoing communication with the parent of a child with difficult behavior.

If a child repeatedly has difficulty in the classroom or playground with self-control, the Director will take the issue to The P@RT and The K@RT Supervising Pastor and RTBC Elder Board. The Pastor and Elder Board will make a decision as to whether to ask the child to leave The P@RT or The K@RT.

Print student's name: \_\_\_\_\_

Print parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## OUR MISSION STATEMENT

The Preschool at Riva Trace (The P@RT) strives to create a quality Christian learning environment to equip children for kindergarten and seeks to partner with parents who desire their child to grow in knowledge, faith, and love.

## OUR PHILOSOPHY

The Preschool at Riva Trace believes in fostering child growth and learning in a developmentally appropriate environment through our faith-based program. The P@RT Staff is dedicated to providing kindergarten readiness in a Christ-centered, loving, and nurturing setting. Our goal is to assist each of our students in developing academically, physically, emotionally, socially, and spiritually. The Preschool at Riva Trace looks to achieve these goals through competent, caring, and qualified staff and through the daily lessons and activities set forth by our approved curriculum and pacing guides, MSDE early learning standards and assessments, and our preschool focused Bible-based lessons.

## OUR PARTNERSHIP

The Preschool at Riva Trace is a ministry of and is overseen by Riva Trace Baptist Church. We realize that parents are a child's first and best teacher, and our program seeks to partner with those who agree with, support, and will further The P@RT's mission and philosophy as well as the beliefs outlined by Riva Trace Baptist Church. Upon request, parents may obtain a copy of our church's Statement of Faith.

As a ministry of Riva Trace Baptist Church, The Preschool will regularly invite and welcome families to participate in activities sponsored by the church (such as Sunday Worship and children's programming, MOPS and MomsNext, AWANA, or seasonal celebrations and community service opportunities). When parents choose to be a part of The Preschool at Riva Trace, they can be assured that their child will be surrounded by a positive program centered in sharing the love of Christ.

From monthly Bible verses to the arts and crafts, the weekly chapel message to the math and science activities, the circle times to the story times, The Preschool at Riva Trace wants children to know "God loves me, God made me and He wants to be my friend forever!"

*I have read and understand the above information in The Preschool at Riva Trace's "Mission, Philosophy and Partnership" statement.*

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Signature of Parent

Date (mm/dd/yy)



# Permissions and Agreements

The Preschool at Riva Trace (referred to here as "The Preschool" or "P@RT")

The Kindergarten at Riva Trace (referred to here as "The Kindergarten" or "K@RT")

Child's Name: \_\_\_\_\_ Child's Class: \_\_\_\_\_

## Permission to share contact information:

\_\_\_\_\_ I give permission to have my child's name, birthday, parents' names, phone number, address and e-mail printed for a class list to be handed out to all students in my child's classroom. This is for internal use of The P@RT and not to be used for solicitation purposes.

## Permission to Participate in The Preschool's Activities

\_\_\_\_\_ I give permission for my child to participate in all The Preschool/The Kindergarten's activities (including outdoor play, nature walks, gym time, etc.

## Photography Permission (Please Choose One)

\_\_\_\_\_ I give permission to The Preschool/The Kindergarten to photograph my child during their regular day I understand that these photos may be used in newsletters, brochures, yearbooks, slideshows, child portfolios, The Preschool/The Kindergarten's website or Facebook page, and other publications.

\_\_\_\_\_ I give permission to The Preschool/The Kindergarten to photograph my child during their regular day at The Preschool/The Kindergarten or at other Preschool/ Kindergarten I functions, including field trips, special events, or other fellowship times. These photos may be displayed within the private class Facebook page, the school's yearbook or on the walls of the classrooms and/or hallways. These photos will not be posted publicly or used for marketing.

\_\_\_\_\_ I give permission to The Preschool/The Kindergarten to photograph my child during their regular day at The Preschool or at other Preschool functions, including field trips, special events, or other fellowship times. These photos will **only** be displayed within the school's yearbook or on the walls of the classrooms and/or hallways. These photos will not be posted online.

\_\_\_\_\_ I **DO NOT** give permission to The Preschool/The Kindergarten to photograph my child for any reason.

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

Director Signature \_\_\_\_\_ Date \_\_\_\_\_



# Departure and Contact Authorization

Please list the people who will be responsible for picking up your child/children at departure time. Please make sure at least one person is a non-family member. This is to help our staff make sure that your child is safe.

If anyone other than those on this list come to pick up your child, you must turn in written notice indicating your intentions, or they must have your carline tag.

Your Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Class \_\_\_\_\_ Today's Date \_\_\_\_\_

1. \_\_\_\_\_ Relation to Child \_\_\_\_\_

Cell Phone # \_\_\_\_\_

2. \_\_\_\_\_ Relation to Child \_\_\_\_\_

Cell Phone # \_\_\_\_\_

3. \_\_\_\_\_ Relation to Child \_\_\_\_\_

Cell Phone # \_\_\_\_\_

4. \_\_\_\_\_ Relation to Child \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Help us stay in contact with your family to alert you to the latest news, possible delays, and information concerning The Preschool and The Kindergarten.

Best Email Address: \_\_\_\_\_

Best Number to receive texts: \_\_\_\_\_

Additional email address to receive info: \_\_\_\_\_

Additional phone numbers to receive texts: \_\_\_\_\_

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