## PRESCHOOL/CDC REGISTRATION INSTRUCTIONS

AGE VERIFICATION (i.e. Birth Certificate, Birth Record, Baptism Certificate, Passport, or Parent Guardian Affidavit) \& IMMUNIZATION RECORD CONTRACT

PHYSICIAN'S REPORT

CHILD'S PREADMISSION HEALTH HISTORY

NOTIFICATION OF PARENTS' RIGHTS

PERSONAL RIGHTS

PERMISSION SHEET

ENROLLMENT SURVEY FOR NEW STUDENTS

IDENTIFICATION \& EMERGENCY INFO

TEACHER INFORMATION SHEET

RESOURCE SURVEY

PARENT TB VOLUNTEER HEALTH STATEMENT

PARENT TB TEST FORM

OUTSIDE CUM FOLDER

PERMANENT PUPIL RECORD

SCHOOL HEALTH RECORDS FOLDER

ENVELOPE TO SELF-ADDRESS

BRING DOCUMENTS WITH YOU
Please present copies of both to the preschool office

DOWNLOAD FROM WEBSITE
Please initial \& sign designated sections.

DOWNLOAD FROM WEBSITE
Must be filled out and signed by physician

DOWNLOAD FROM WEBSITE
Fill out completely.

DOWNLOAD FROM WEBSITE
Fill out completely

DOWNLOAD FROM WEBSITE
Sign and date.
DOWNLOAD FROM WEBSITE
Sign and date.

DOWNLOAD FROM WEBSITE
Fill out designated areas

DOWNLOAD FROM WEBSITE
Complete this form entirely.

DOWNLOAD FROM WEBSITE
Complete this form entirely.

DOWNLOAD FROM WEBSITE
Complete this form entirely.

DOWNLOAD FROM WEBSITE
Complete this form entirely.

PROVIDED AT PRESCHOOL OFFICE

PROVIDED AT PRESCHOOL OFFICE

PROVIDED AT PRESCHOOL OFFICE

PROVIDED AT PRESCHOOL OFFICE

PROVIDED AT PRESCHOOL OFFICE

PROVIDED AT PRESCHOOL OFFICE

# LOS ALAMITOS CHILD DEVELOPMENT CENTER CONTRACT 2018/2019 (school year) 

## Parent's/Guardian's Name(s)

## I understand and agree to the following:

1. I agree to pay monthly tuition fee of $\$ \ldots$ per month. Tuition is due on the 1 st of the month, starting August 1, and is considered late if it is received on the $10^{\text {th }}$ of the month. I understand that I have an option of an 8,9 , or 10 month payment plan. Tuition is based upon the number of days school is in session per school year and that payment is divided into 8,9 or 10 equal payments. I understand that if the tuition is not received before the $10^{\text {th }}$ of the month a $10 \%$ late fee of the tuition amount will be assessed. If tuition is late 15 or more days, my child (ren) will be dropped from the program until all fees are paid.
2. I agree to pay a non refundable annual registration fee of $\mathbf{\$ 1 4 0 . 0 0}$.
3. I understand that checks returned for insufficient funds will be assessed a $\$ 30.00$ fee and all future payments must be made to the CDC in the form of cash or postal money order. If the amount is not paid in full, the CDC will turn over the dishonored check and all other available information relating to this to the District Attorney's Office for potential criminal prosecution.
4. I understand that refunds of tuition will not be made for illness or absence. I understand that if I withdraw my child or request a change of program, written notice must be given to the director two weeks prior to the withdrawal or change. Upon withdrawal from the program, I am responsible for the tuition amount for the two week period.
5. I agree to maintain the sign in/sign out sheet on a daily basis with a legible signature each day my child is in attendance at the CDC.
6. The preschool closes daily at 11:30AM for the morning half day program; 3:30 PM for the afternoon half day program; 6:00pm for the full day programs.
Any child not picked up on time will be charged a late fee of $\$ 5.00$ for the first minutes or portion thereof and an additional $\$ 1.00$ per minute for any additional time over 5 minutes. I understand that if my child is left at the center for a half hour beyond closing with no parent contact, my child will be placed in the care of the local police or sheriff. I understand that after three late pickups, my child could be terminated from the CDC program.
7. I give consent for my child to receive free health screening (ages/stages, hearing, vision, dental, height, weight) by the School Readiness Nurse during the school year.
The information from the screening may be shared with your child's lead teacher if needed.
Parent initial
8. If a medical need arises, the program staff will contact me first and I will arrange to have my child picked up within 30 minutes. If I cannot be reached, I agree that the staff will contact an authorized adult on my child's emergency card to pick up my child. If the medical need is such that immediate and/or emergency medical attention is needed, I agree that program staff may contact the local paramedics and I will be responsible for any medical expenses incurred.
9. I have been provided with a copy of the Los Alamitos Child Development Center Parent Handbook online. I have read the handbook and agree to abide by the policies and procedures as stated. I fully realize that failure to comply with this agreement or the stated policies within the handbook may result in termination from the CDC program.
10. I understand that when the behavior of my child is disruptive to the program and prevents the program from being beneficial to him/her or to others, the child may be asked to be picked up within 30 minutes. If the behavior continues to disrupt the program, there will be a mandatory conference and possible termination from the program.
11. I understand that all enrollment forms must be completed in full prior to my child can be enrolled in the CDC program.

## PHYSICIAN'S REPORT—CHILD CARE CENTERS

## (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

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



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

Problems of which you should be aware:
Hearing:
Vision:
Developmental:
Language/Speech:
Dental:
Other (include behavioral concerns):

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD:
IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

| VACCINE | DATE EACH DOSE WAS GIVEN |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 1st |  | 2nd |  | 3rd |  | 4th |  | 5th |  |
| POLIO (OPV OR IPV) | / | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
|  | 1 | 1 | / | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| MMR (MEASLES, MUMPS, AND RUBELLA) | / | 1 | / | 1 |  |  |  |  |  |  |
| (REQUIRED FOR CHLD CARE ONLY) (HAEMOPHLLUS B) | / | 1 | / | 1 | 1 | 1 |  | 1 |  |  |
| HEPATITIS B | 1 | 1 | 1 | 1 | 1 | 1 |  |  |  |  |
| VARICELLA (CHICKENPOX) | 1 | 1 | 1 | 1 |  |  |  |  |  |  |

SCREENING OF TB RISK FACTORS (iisting on reverse side)
$\square$ Risk factors not present; TB skin test not required.Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
___ Communicable TB disease not present.
I have $\square \quad$ have not $\square \quad$ reviewed the above information with the parent/guardian.


## RISK FACTORS FOR TB IN CHILDREN:

* Have a family member or contacts with a history of confirmed or suspected TB.
* Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
* Live in out-of-home placements.
* Have, or are suspected to have, HIV infection.
* Live with an adult with HIV seropositivity.
* Live with an adult who has been incarcerated in the last five years.
* Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
* Have abnormalities on chest X-ray suggestive of TB.
* Have clinical evidence of TB.

Consult with your local health department's TB control program on any aspects of TB prevention and treatment.

## CHILD'S PREADMISSION HEALTH HISTORY-PARENT'S REPORT




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

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

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

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

REASON FOR REQUESTING DAY CARE PLACEMENT

## CONSENT FOR EMERGENCY MEDICAL TREATMENTChild Care Centers Or Family Child Care Homes

AS the parent or authorized representative, i hereby give consent to
$\qquad$ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME
PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR
$\qquad$ THIS CARE MAY BE GIVEN UNDER WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD NAMED ABOVE.

[^0]
## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

## PARENTS' RIGHTS

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

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

California Department of Social Services
Licensing Office Name: Community Care Licensing Division/Orange County Child Care
Licensing Office Address: $\quad 750$ The City Dr, Orange, CA 92688
Licensing Office Telephone \#: (714) 703-2808
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form

NOTE: CALIFORNIA STATE LAW PROVIDES that the licensee may deny access to the child care center to a parent/authorized representative if the behavior of the parent/authorized representative pOSES A RISK TO CHILDREN IN CARE.
For the Department of Justice "Registered Sex Offender"database, go to www.meganslaw.ca.gov

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

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

Los Alamitos Child Development Center
Name of Child Care Center

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

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

## PERSONAL RIGHTS

## Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.
(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
(1) To be accorded dignity in his/her personal relationships with staff and other persons.
(2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
(3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
(4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
(6) Not to be locked in any room, building, or facility premises by day or night.
(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

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

## California Department of Social Services

NAME
Community Care Licensing Division/Orange County Child Care
ADDRESS
750 The City Drive, Suite 250

| $\overline{\text { CITY }}$ | ZIP CODE | AREA CODETELEPHONE NUMBER |
| :--- | :--- | :--- |
| Orange | 92868 | $(714) 703-2808$ |

## DETACH HERE

## TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE
Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:
ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

| (PRINT THE NAME OF THE FACLLTY) |  |
| :--- | :--- | :--- |
| Los Alamitos Child Development Center | (PRINT THE ADDRESS OF THE FACILTY) |
| (PRIIN THE NAME OF THE CHILD) |  |
| (SIGNATURE OF THE REPRESENTATIVEPARENT/GUARDIAN) |  |
| (TITLE OF THE REPRESENTATVEPARENTIGUARDIAN) |  |

Permission Sheet

## Field Trip

I give permission for my child $\qquad$ to participate in the Los Alamitos Child Development Center/State Preschool field trips during his/her enrollment in the program.

Signature of Parent/Guardian
Date

## Bus Transportation for Field Trips

I give permission for my child $\qquad$ to ride the district school bus on field trips to and from the Los Alamitos Child Development Center/State Preschool during his/her enrollment in the program.

Signature of Parent/Guardian
Date

## Photo Release

I give permission for media use of photographs of my child in connection with the Los Alamitos Child Development Center/State Preschool activities.

YES $\qquad$ NO $\qquad$

Signature of Parent/Guardian $\qquad$

## Parent Directory

I would like to be included in the Los Alamitos Child Development Center/State Preschool Parent Directory with the following information.

| Name | Yes | No |
| :--- | :---: | :---: |
| Address | Yes | No |
| Telephone \# | Yes | No |
| Email | Yes | No |

# LOS ALAMITOS UNIFIED SCHOOL DISTRICT <br> Enrollment Survey for New Students 

Legal Name of Student
Last First Middle Birth Date Age

## School

Grade
Previous School, City, State, and District (if known)
Several reports to state, federal, and local governments require information regarding home language (ED Code 62002), parent education and primary ethnicity. Please assist us by providing the information requested below.

## HOME LANGUAGE

1. Which language did your child learn when he/she began to talk?
2. What language does your child most frequently speak at home?
3. What language do you use most frequently to speak to your child? $\qquad$
4. What language is most often spoken by the adults at home?

## PARENT/GUARDIAN EDUCATION

In order to provide the California Department of Education (CDE) with accurate "similar school characteristics," please circle the highest level of education achieved in your immediate family:


## PRIMARY ETHNICITY - please complete both sections of ethnicity and race

Ethnicity: Is this student Hispanic or Latino? (Select only one)

> No, not Hispanic or Latino Yes, Hispanic or Latino

Race: Please continue to answer the following by marking one or more of the boxes to indicate your student's race.
African American (not Hispanic)

American Indian/Alaskan Native $\quad$| Asian (Asian Indian) |
| :--- |
| Asian (Chinese) |
| Asian (Japanese) |
| Asian (Korean) |

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

To Be Completed by Parent or Authorized Representative


ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY


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

| CALL EMERGENCY HOSPITAL |
| :---: | :---: |
| NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY |
| (CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUTWRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE) |

TIME CHILD WILL BE CALLED FOR

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

# Los Alamitos Unified School District TEACHER INFORMATION SHEET PRESCHOOL/CDC 

元

Child's Name $\qquad$

Language spoken in home: $\qquad$
Does your child have any allergies? Yes No Please list $\qquad$

Does your child prefer using right hand $\qquad$ left hand $\qquad$ or both $\qquad$ ?

What are your child's interests? $\qquad$
$\qquad$
$\qquad$
Has your child attended preschool previously? Yes No How many months? $\qquad$
Which home activities does your child enjoy the most?

What disciplinary actions are used with your child at home?
$\qquad$

Please let us know important values and traditions your family holds so that we can respect your perspective and cultural background.

Is there any other information you would like to share with your child's teacher to help us better understand your child?

Los Alamitos Unified School District
Child Development Center
School Readiness Program
10293 Bloomfield Street
Los Alamitos, CA 90720


Children \& Families
Commission of Orange County
(562)799-4585

## School Readiness Program Resource Survey

Dear Parents/Guardians,

The School Readiness Program sponsored by the Children and Families Commission of Orange County would like to provide this opportunity for families of our Child Development Center and State Preschool Program support in any of the areas below. This is a free service as part of our program. Please fill out the survey and return it to the office with your registration packet. If you have any additional questions or needs please contact the CDC office at (562)799-4585 and ask to speak with the School Readiness Nurse.

Child's Name: $\qquad$ Date of Birth: $\qquad$ School site: $\qquad$

Parent's Name: $\qquad$ Phone number: $\qquad$ Email: $\qquad$
Please circle your response to these questions:

| Are your child's Immunizations up-to-date? | Yes | No | Not Sure |
| :--- | :--- | :--- | :--- |
| Does your child have a Primary Care Doctor/Pediatrician? | Yes | No |  |

Name of Pediatrician: $\qquad$ Date of last doctor visit: $\qquad$

Does your child have an Oral Health Provider/Dentist?
Yes
No

Name of dentist: $\qquad$ Date of last dental visit: $\qquad$

| What type of Medical Insurance does your child have? | Private Insurance | Medi-Cal | No Insurance |
| :--- | :--- | :--- | :--- | :--- |
| What type of Dental Insurance does your child have? | Private Insurance | Medi-Cal | No Insurance |
| What type of Vision Insurance does your child have? | Private Insurance | Medi-Cal | No Insurance |

Please check any of the following areas of support you would like more information on:

| [ ] Parenting Classes | [ ] Medical Insurance | [ ] Food |
| :--- | :--- | :--- |
| [ ] Parent Support Groups | [ ] Dental Insurance | [ ] Clothing |
| [ ] Mental Health Concerns | [ ] Proper nutrition for my child | [ ] Housing |
| [ ] Legal Services | [ ] Concern for your child's weight | [ ] Energy assistance |
| [ ] Transportation | [ ] Immunizations | [ ] Health Care |
| [ ] Developmental Concerns (please specify) | [ ] Other |  |


[^0]:    CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

