

# Information Regarding Forms Required for Enrollment at CHLG

(\*Please note: Enrollment forms are not required for the Doodlebug and Rollie Pollie playgroups)

Please read the following information carefully. The enrollment packet requires a number of forms, some of which must be completed by your pediatrician or dentist. You should plan on several hours to complete the packet (and potentially several weeks to acquire completed forms from medical professionals), so be sure to allow ample time for completion.

**All enrollment packets must be received by Friday, August 1<sup>st</sup>.** *We need time to process these packets, so please note that we will charge a \$50 late fee for packets that are not turned in by August 1<sup>st</sup>. Additionally, if you turn your packet in late and we do not have time to process your forms your child may have to miss the first several days of school.*

You can download all required forms from our website: [www.capitolhilllearninggroup.com](http://www.capitolhilllearninggroup.com)

## **Submitting your forms:**

- 1) Please ensure that you (or your doctor/dentist) have completed all sections of each form, and that your child's name is written in the upper right hand corner of each form.
- 2) As is noted below (and on the cover page), some of the forms must be submitted in duplicate.
- 3) Complete a separate packet for each child who is involved in a teacher led class at CHLG (feel free to copy the parent forms, but each packet must contain all forms). Incomplete packets will be returned to you for completion.
- 4) Make a copy of your forms to keep for your own records. **This is very important.** CHLG cannot provide you with copies of the various forms we have on file (some of which are needed for summer camp enrollment, etc.)
- 5) Complete the *Enrollment Forms Cover Page/Checklist* (found on our web-site) and attach to the front of your packet of forms.
- 6) Submit your forms by mail to CHLG's Membership Coordinator, Sara Beth Arcara (or you can drop in her mail slot), 645 A Street, SE WDC 20003, no later than August 1<sup>st</sup>.

**NOTE: Forms CANNOT be turned in by fax or e-mail.** We must have hard copies. Additionally, please do not mail the forms certified (ie: requiring a signature). We do not have to have originals of the enrollment forms, so you can keep the originals and send us copies if you prefer (just be sure the information copies well).

**Form 1: CHLG Policy and Procedures Document-** Please read this document in it's entirety, initial each page and sign and date the last page. Be sure to keep a copy for your records.

**Form 2: Registration Form-** Complete in reference to your child.

**Form 3: Authorization for Emergency Medical Treatment (two copies)-** This form contains information about your child that we would need in the case of a medical emergency. Please be sure to include full policy information, including all applicable policy numbers. In the section regarding your hospital of choice you may write "closest available" if you prefer.

**Form 4: Travel and Activity Authorization (two copies)-** Completing this form with your name, your child's name, your signature and the date will allow us to take regular walking trips to the park (\*note: the Honeybee and Caterpillar classes ride in our five seater wagons) as well as the occasional walking trip to the NE Library or some other location within walking distance of the school. Additionally, we occasionally take field trips that require parents to volunteer to drive. You will be informed of trips that require automobile travel at least two weeks in advance so that you can make alternate arrangements for your child if you prefer.

**Form 5: Staff/Volunteer Health Certificate-** This form is required for anyone who plans to serve duty days at CHLG (including grandparents and nannies- note that nannies have a limit as to how many duty days they may serve- see Policy and Procedure Manual for details). This form must verify a physical exam (administered after 9/3/2013) and a tuberculin skin test (PPD) administered after 9/3/2012. Have your physician or nurse practitioner complete, sign AND STAMP this form. Though the form doesn't have a place to stamp please ask your MD/PA/NP to stamp under the signature as this is required (this can even be a return address stamp, as long as it includes the name of the medical practice).

Please note that this form must be kept up to date, meaning that the form we have on file must, at all times during the school year, reflect an exam within the preceding 12 months and a Tuberculin skin test (PPD) within the preceding 24 months. So, for example, if your form reflects a physical exam administered on 9/14/2013 you will need to update with a new form (noting a recent physical) within a few weeks of 9/14/2014.

Keep in mind that the Tuberculin skin test (PPD) requires two visits to your doctor (and they must fall within certain timing of each other). A small injection is made just under the skin, the site of which must be examined by a medical professional within a particular window of time afterward (typically 48-72 hours after the test is administered). In order for a PPD to be valid for the entire 2014-2015 school year it will need to have been administered on or after June 15, 2013.

If you do not have a regular doctor (or if you find scheduling a physical difficult) you can also take this form to a *CVS Minute Clinic* or to *Farragut Medical and Travel* for a walk-in physical and PPD.

**Form 6: Staff/Volunteer Health Information Form-** This form is required for anyone who will be serving duty days at CHLG. It is used in the case of a medical emergency involving a duty parent/grandparent/etc. Please include all applicable policy information, including all policy numbers.

**Form 7: Criminal Background Screening-** A criminal background screening (dated after \*6/15/2013) is required for anyone serving duty at CHLG (\*note that if your child was involved at CHLG last year you can re-submit the criminal background screening from last year's enrollment packet). Please follow the directions below to obtain your criminal background screening, and submit a copy of the screening with your packet.

Go to [www.securesearchpro.com](http://www.securesearchpro.com)

Hover over "our services" at the top

Click on "Screen Yourself Now"

Click on the blue square on the left that says "Self Screening for Volunteers"

Click "Screen Me Now Volunteer Level 2" (the box on the right)

Fill in the required information and hit "submit" at the bottom

Complete payment for the Screening

*SecureSearch* will send you an email with log in details so you can view your report. Most reports can be viewed in about an hour. Once you pull up your report you can obtain a printable version by clicking the "view" tab in the upper right hand corner of the report.

**Form 8: Universal Health Certificate (2 copies)-** Have your child's pediatrician complete the Universal Health Certificate. The certificate must document:

- 1) A physical dated after 8/1/2013

- 2) Required immunizations\*
- 3) Documentation of lead testing OR an indication, under Part 3 of the certificate, that your child has no lead exposure risks.
- 4) Documentation of tuberculosis screening (PPD) OR an indication, under Part 3 of the certificate, that no risk factors for TB are present. If TB risk factors are present your child will need a PPD. Please note that if your child needs a PPD you will need to plan on two visits to your pediatrician, one to have the PPD placed and one, within 48-72 hours of the placement date, to have the skin test read and the results documented by medical staff.

\* **Don't assume that your child has received all necessary immunizations** (even if you've been diligent about annual appointments). Go over the list of required immunizations (found on our web-site) with your pediatrician's office to ensure that your child's immunization records meet DC's requirements. CHLG is required by law to submit every student's immunization records to the Department of Health. DOH generates a report for each licensed school indicating compliance or non-compliance. Children who are not compliant may have to sit out of school until they receive the needed immunizations.

If your child doesn't have a regular check up scheduled between now and the start of school you can submit the *Universal Health Certificate* to your pediatrician's office and they will complete it for you based on your child's last check up, just keep in mind the following:

- 1) It can sometimes take several weeks from submission before you will receive the completed form, and I've seen situations where people have had to call/make requests multiple times before the form was completed. To be safe you should assume it will take your pediatrician's office a month to complete and return this form to you.
- 2) You must ensure that your child doesn't need any immunizations, the PPD (tuberculosis screening) or a lead screening prior to the start of the school year. If he/she does you will need to have those administered and noted on your form before school begins.
- 3) You will need to submit a new *Universal Health Certificate* to CHLG at some point during the school year, depending on the date of your child's physical. **The form we have on file must reference a physical dated within the prior 12 months at all times during the school year.** For example, if your child's last physical was in December of 2013, then in December of 2014 you will need to ensure that your child has another physical and that your pediatrician fills out a new *Universal Health Form*, which you will then turn in to CHLG.

\*NOTE: If for some reason you don't have a regular pediatrician, CVS Minute Clinic will administer school physicals for children and complete the required Universal Health Certificate. If immunizations are needed they can typically administer those as well. You would, however, need to take your child's immunization record with you so they can notate the immunizations your child has previously received and assess what immunizations he/she may currently require.

**Form 9: Oral Health Assessment-** This form is required for all children three (3) and older. Have your child's dentist complete this form referencing a dental check-up given after December of 2013. If your child will not be three (3) by the start of school you will need to submit a form for our files as soon as your child turns three (3).

**Form 10: (if applicable): Anaphylaxis Action Plan (two copies)-** If your child has been prescribed an Epi-Pen please have your pediatrician complete the *Anaphylaxis Action Plan*.

**Form 11: (if applicable): Asthma Action Plan (two copies)-** If your child has asthma please have your pediatrician complete the *Asthma Action Plan*.