

# Information Regarding Required CHLG Enrollment Forms

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

Please read the following information carefully. **Your child will not be permitted to attend his/her teacher led class until we have the appropriate forms on file. You must submit your forms no later than Friday, September 2<sup>nd</sup>, in order for your child to start on the first day of school (which is Tuesday, September 6<sup>th</sup>).**

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

## Turning in your forms:

- 1) Complete the enrollment forms checklist/cover page (found on our web-site) and attach to the front of your packet of forms. Please ensure that you (or your doctor or dentist) have completed each form before turning in the packet (**incomplete packets will be returned to you for completion**).
- 2) Ensure that your child's name is written in the upper right hand corner of every form.
- 3) Complete a separate set of forms for each of your children who are involved in teacher led classes at CHLG (feel free to copy the parent forms).
- 4) Forms can be turned in:
  - a. On "Meet and Greet" days, which are Thursday, August 25<sup>th</sup> or Friday, September 2<sup>nd</sup>, 10-Noon (place in Martha's inbox which hangs just to the left as you exit the elevator on the third floor)
  - b. At Parent Orientation, Thursday, August 25<sup>th</sup>, 7:00pm (there will be a drop box)
  - c. By mailing or dropping to Martha Herndon at 516 7<sup>th</sup> St, NE WDC 20002.
- 5) Forms cannot be faxed or e-mailed.

**Form 1: CHLG Policy and Procedures Manual-** Please read over this document, initial each page and sign and date the last page. Be sure to keep a copy for your records.

## **Form 2: Registration Form**

**Form 3: Authorization for Emergency Medical Treatment-** 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 want to write "closest available".

**Form 4: Travel and Activity Authorization-** Please complete this form in the following manner: Mark the box on the top right titled "Blanket permission for all activities". Fill in your name, your child's name, and "Capitol Hill Learning Group" on the next three lines. Under the two lines that state "Planned Activity" write "All". Check the first box at the bottom stating that you WILL allow your child to play outside the fenced area of the facility. Filling out the form in this way will allow us to take regular walking trips to the park (\*note: the Honeybee and Caterpillar classes ride in our 6 seater buggies) as well as the occasional walking trip to the NE Library or some other location within walking distance of the school.

**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 the CHLG Policy and Procedures Manual for details). Have your

physician or nurse practitioner complete, sign AND STAMP (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).

Unless you are really disciplined about getting a physical every year it will make the most sense to schedule an appointment for your physical during the summer months so that the form will be valid for the entire school year (the form must be completed in reference to a physical exam within the past 12 months and 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 test within the preceding 24 months).

Keep in mind that the Tuberculin 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 nurse 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 2010-2011 school year it will need to have been administered on or after June 15, 2010.

**Form 6: Staff/Volunteer Health Information-** 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. Please include all applicable policy information, including all policy numbers.

**Form 7: Universal Health Certificate-** Have your child's physician or nurse practitioner complete the Universal Health Certificate. It is your responsibility to ensure that your doctor completes the form properly (and fully). Print off the instructions for the form (provided on the web-site) and double check it against the form to be sure everything has been completed. As a summary, this form must document:

- 1) A check up within the last twelve months
- 2) Required immunizations\*
- 3) Documentation of lead testing
- 4) Tuberculosis screening (PPD) which must be valid within the last two years (keep in mind that if your child needs the PPD he/she will have the skin test at the doctors office and you will have to return to the office within 48-72 hours to have the skin test read by medical staff).

\*If your child's immunizations are not up to date keep in mind that some immunizations require more than one dose.

If you are able to schedule an annual check-up during the summer months this can be helpful as your child's Universal Health Certificate will then be valid for the entire school year. If you are not on a summer schedule for your child's check ups you can take the form 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) You must ensure that your child's immunizations and PPD (tuberculosis screening) are up to date. If they are not, you will need to have shots and/or the PPD skin test administered and noted on your form before school begins.
- 2) You will need to update with a new check up (submitting a new Universal Health Certificate to CHLG) at some point during the school year, depending on the date of your child's last check up (the form on file must reference a check up dated within the prior 12 months at all times during the school year). So, for example, if your child's last check up was in December, then in December of 2011 you will need to make sure that your child receives another check-up and that your doctor

fills out a new Universal Health Form, which you will then need to turn in to CHLG. **Your child will not be allowed to attend classes if we do not have an updated form on file.**

**\*PLEASE NOTE:** Do not assume that your child has all the immunizations that D.C. requires, even if you have kept up with all regular check-ups. It's important that you be prepared to inform your doctor of D.C.'s requirements (particularly if you go to a pediatric practice in Maryland or Virginia or have recently moved to DC). Print off the "Immunization Requirements" document from the web-site and take it with you to your appointment. Two things in particular to note are:

- 1) D.C. requires a Tuberculosis screening (PPD) within the past two years and
- 2) D.C. requires the Hepatitis A (2 series) immunization for all children two (2) and older.

**Regarding Hepatitis A:** If you find that your child has not had the first shot in the Hepatitis A series you should ensure that he/she receives this shot before the beginning of the school year. The second shot must be given at least 6 months after the first, so you will have to ask your doctor to write a note stating when the second shot in the series can be given and attach it to the Universal Health Certificate. You will then need to follow up in 6 months with that second shot and have the information noted on the Universal Health Form on file at CHLG.

**Documentation of Lead Testing-** Blood tests for lead poisoning must fall within one of the three scenarios below:

- 1) Proof that the child was tested between the ages of six (6) months and nine (9) months, and again between the ages of twenty-two (22) months and twenty-six (26) months.
- 2) Proof that, if the child was not tested before the age of twenty-six (26) months, the child was or will be tested two (2) times before the age of six (6) years, having been or intending to be tested at intervals at least twelve (12) months apart, or according to a schedule determined by the child's licensed health care practitioner.
- 3) Proof that lead testing for the child complies with any applicable Federal or District of Columbia law or rule that requires lead testing for children under the age of six (6) years.

**Form 8: 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 within the last twelve months. Again, it's helpful to schedule a check-up during the summer as this will cover you for the entire school year. If your child will not be three (3) by the start of school you will need to have a form on file with us as soon as your child turns three (3).

**Form 9: Anaphylaxis Action Plan (if applicable) -** If your child has been prescribed an Epi-Pen please complete the *Anaphylaxis Action Plan*.

**Form 10: Asthma Action Plan (if applicable)-** If your child has asthma please complete the *Asthma Action Plan*.