ENROLLMENT FORMS REQUIRED FOR CHILDREN NEW TO ECDC
SCHOOL YEAR PROGRAM – DUE AUGUST 1ST

**For ECDC filing purposes, please do not print 2-sided**

A child cannot begin the ECDC program unless all of the required forms have been completed and are on file in the ECDC office. Please mail or drop off your completed enrollment forms by August 1st (June 1st for Income Documentation) to:

ECDC
University of Notre Dame or ECDC
10 Child Care Center
Saint Mary’s College
Notre Dame, IN 46556 Havican Hall
Notre Dame, IN 46556

1) The following are required for ALL children:

_____ Income Documentation – (ECDC-ND only), due June 1st – Attach a signed copy of the first two pages of your most recent Federal Income Tax Return, Form 1040, to the ECDC Income Documentation Form.

_____ Tuition Payment Options & Parent Agreement Form – Please complete and submit the 2nd page of this form indicating your ECDC tuition payment plan and agreement. Please keep the 1st page as a reference.

_____ Emergency Information & Medical Authorization Form

_____ General Information Form

_____ Emergency Health Information and Medical Plan Form – A physician’s signature is required in section 3 if your child has a medical condition or allergy requiring medications, restrictions, monitoring and/or food substitutions.

_____ Preschool/Kindergarten/Child Care Center Health Record (Physical) Form – Must be completed by a physician; may be completed based on an appointment within the last 12 months; physical and immunizations must be up-to-date and on file within 30 days of enrollment.

_____ Licensed Child Care Consent Form (State Form 50548)

_____ A Copy of Your Child’s Birth Certificate or Passport

_____ ECDC Waiver and Release Agreement Form – Both parents’ signatures are required on this form.

_____ SchoolMessenger Emergency Contact Information Form – Please complete and submit this form to ensure that you receive notifications of an emergency or closing as quickly as possible.

2) Please complete if applicable:

- **Under-Immunized Agreement** – Please complete if your child is under-immunized due to a medical or religious exemption. Obtain form from ECDC office.

- **Menu Approval & Food Transport Form** – Please contact the ECDC office to schedule an appointment to review menus, discuss any substitutions and sign necessary paperwork if your child has a food allergy.
**INCOME DOCUMENTATION for ECDC-ND ONLY**

Summer Due Date: May 1st  
School Year Due Date: June 1st

The income based tuition fee schedule at the Early Childhood Development Center at Notre Dame (ECDC-ND) is based upon current combined family gross income. To be considered for the income based tuition fee schedule program, a copy of your most recent signed Federal Income Tax Return and this form must be completed and submitted to ECDC-ND by May 1 for the summer program and June 1 for the school year program.

If your most recent federal tax return does not reflect your current combined family income (larger or smaller), please provide an email or letter indicating the differences and 6 weeks of payroll summaries. If your family didn’t submit a federal tax return due to being a visiting professional, please provide your appointment letter that includes your salary.

The income based tuition fee schedule is available to ND and SMC staff, students, administration and faculty. It is not available to ND and SMC Alumni(ae) and/or Holy Cross Order employees. Those who elect not to provide income information/most recent tax return will be assessed the full tuition rate.

If your child is enrolled for both the summer and school year programs, only one submission of your Federal Income Tax Return with this form is required on or before May 1. Income based tuition eligibility is granted from the first day of the child’s enrollment in the summer program or the school year program, whichever occurs first, through the end of the school year. Verification of combined family gross income is required on an annual basis. If you have any questions, please contact Terri Kosik, Executive Director, at tkosik@ saintmarys.edu or 631-3344. Please be assured that all income information will remain strictly confidential.

******************************************************************************

Early Childhood Development Center - University of Notre Dame

( ) I (we) am not eligible for the income based tuition fee schedule.

( ) I (we) am eligible but do not wish to apply for the income based tuition fee schedule.

( ) I (we) wish to apply for the income based tuition fee schedule for the Summer and/or the School Year Program(s) at ECDC-ND. (This does not apply to ECDC-SMC enrollment.) I (we) have attached a copy of my (our) most recent signed Federal Income Tax Return (first two pages) for review in determining program eligibility. (Please note – this is required for participation in the income based tuition schedule.)

( ) I (we) wish to apply for the income based tuition fee schedule for the Summer and/or the School Year Program(s) at ECDC-ND. I am submitting a letter of appointment because I do not file a U.S. Federal Tax Return.

Child’s (Children’s) Name(s): ____________________________________________

Parent Signature: _______________________________________________________

Date: ___________________________________________________________________

Please submit this form and the first two signed pages of your Federal Tax Return by May 1 for summer or June 1 for school year.

Terri Kosik, Executive Director
Early Childhood Development Center
University of Notre Dame, 10 Child Care Center, Notre Dame, IN 46556
Fax: 574-631-7808 / Phone: 574-631-3344 / tkosik@saintmarys.edu
ECDC Tuition Payment Options and Parent Agreement for Tuition Payments

17-18 Extended SY, 18 Summer & 18-19 SY

17-18 Optional Extended School Year (ESY) Tuition Payment Options (5/21/18 – 6/7/18 – 3 weeks)
Families will be invoiced in early May for the 3-week (13 day) Extended School Year Program. Tuition can be paid in one of the following ways:

- **1 payment** – Remit the full ESY tuition amount on or before the 1st day of the ESY program (May 21, 2018).
- **2 payments** – Divide the total tuition amount in half paying one half by the 1st day of the ESY program (May 21) and the 2nd payment by Thursday May 31st.
- **3 Weekly payments** – Divide the total tuition amount into 3 equal payments paying in advance on the first day of each week (M – 5/21, T – 5/29 and M – 6/4).
- **Please note** – parents are not invoiced for Memorial Day and Friday June 8th when ECDC is closed.

Summer Tuition Payment Options: (6/11/18 – 8/3/18 – 8 weeks)
Families will be invoiced in May for the 8-week Summer Program (SU). Tuition can be paid in one of the following ways:

- **1 payment** – Remit the full Summer Tuition amount on or before the 1st day of the SU program (June 11th).
- **2 payments** – Divide the total tuition amount in half paying one-half by the 1st day of the SU program June 11th, and the second half by Monday July 9th.
- **4 payments** - Divide the total tuition amount into 4 equal payments remitting as follows: June 11th, June 25th, July 9th, and July 23rd.
- **8 Weekly payments** – Divide the total tuition amount into 8 equal payments remitting, in advance, on Monday of each week beginning June 11th through July 30th.
- **Please note** – parents are not invoiced for July 4th when ECDC is closed.

Extended Summer Tuition Payment Options: (8/6/18 – 8/10/18) – for this 1 week program tuition is due on or before August 6, 2018

Fall Tuition Payment Options: (8/20/18 – 12/21/18)
Families will be invoiced in August for Fall Semester tuition.

- **1 payment** – Remit the full Fall Semester tuition amount on the 1st day of the SY program (August 20th).
- **2 payments** – Divide the total tuition amount in half remitting one half by the 1st day of the SY program (August 20th) and the second half by November 1st.
- **5 payments** – Divide the total tuition amount into 5 equal amounts remitting as follows: Aug 20th, Sept 1st, Oct 1st, Nov 1st, Dec 1st.
- **9 payments** – Divide the total tuition amount into 9 equal payments remitting as follows: Aug 20th, Sept 1st & 15th, Oct 1st & 15th, Nov 1st & 15th, Dec 1st & 15th.
- **18 Weekly payments (8/20 – 12/17/18)** – Divide the total tuition amount into 18 equal amounts remitting, in advance, on Monday of each week beginning Aug 20th through Dec 17th.
- **Please note** – parents are not invoiced for the W, TH and Fri of Thanksgiving week when ECDC is closed. ECDC is open on Labor Day due to ND/SMC holding classes and is also open during Fall Break due to staff members working. Parents are invoiced for these time periods.
- **Fall Semester “Gymnastics in Motion” Fees** - Please note that in September Fall Semester Gymnastics fees will be invoiced to your tuition account. At that time you may pay the full amount or add that to your regular payment plan, which will require you to recalculate your tuition payment amounts.

*Parent paid tuition is used for ECDC teacher and program staff payroll and other program expenses (food, health insurance, etc.). It is necessary for families to remain current with tuition payments. We understand that at times families experience unexpected financial challenges. Please contact Terri Kosik, ECDC executive director at tkosik@saintmarys.edu promptly should you experience difficulties keeping current with ECDC tuition. Past due balances may result in disenrollment. Thank you for your cooperation with prompt tuition payments; it is truly appreciated.*

**Important - Please complete and submit the attached required form indicating your ECDC tuition payment plan and agreement, thank you. Please keep this page for your reference, thank you.**
ECDC Parent Tuition Payment Agreement for Extended SY, 18 SU and/or 18-19 SY

Parent Names (please print) ____________________________________________________________

Child(ren)’s Name (please print) __________________________________________________________

This form is due by May 15th for Extended SY and 2018 Summer. This form is due by August 1 for 2018-19 SY. Please submit one form per family for all relevant programs.

17-18 Optional Extended School Year (ESY) Tuition Payment Options (5/21/18 – 6/7/18 – 3 weeks)
Initial below the payment plan you will use to remit ESY tuition, thank you.

_____ 1 payment – Remit full ESY tuition on or before Monday May 21, 2018.
_____ 2 payments – Remit one half of the tuition on or before Monday May 21 and the second half on Thursday May 31.
_____ 3 Weekly payments – Remit 3 payments by the first day of each week as follows: 5/21, 5/29, & 6/4.
_____ N/A my child is not attending this program.

Summer Tuition Payment Options: (6/11/18 – 8/3/18 – 8 weeks)
Initial below the payment plan you will use to remit SU tuition, thank you.

_____ 1 payment – Remit full summer tuition amount on or before June 11th.
_____ 2 payments – Remit half of summer tuition by Monday June 11th and the second half by Monday July 9th.
_____ 3 Weekly payments – Remit 4 equal summer tuition payments by June 11th, June 25th, July 9th, and July 23rd.
_____ N/A my child is not attending this program.

Optional Extended Summer Tuition Payment Options: (8/6/18 – 8/10/18) – for this 1 week program tuition is due on or before August 6, 2018.

Fall Tuition Payment Options: (8/20/18 – 12/21/18 – 18 weeks)
Initial below the payment plan you will use to remit SY tuition, thank you.

_____ 1 payment – Remit the full Fall Semester tuition amount on or before August 20th.
_____ 2 payments – Remit half of Fall Semester tuition by Aug 20th and the second half by November 1st.
_____ 5 payments – Remit 5 equal payments as follows: Aug 20th, Sept 1st, Oct 1st, Nov 1st, Dec 1st.
_____ 18 Weekly payments (8/20 – 12/17/18) – Remit 18 equal amounts beginning with the first Monday of Fall Semester, August 20th continuing each week through Monday December 17th.
_____ N/A my child is not attending this program.

• Fall Semester Gymnastics in Motion Fees – Please note that in September Fall Semester Gymnastic fees will be invoiced to your tuition account. At that time you may pay the full amount or add to your regular payment plan, which will require you to recalculate your tuition payment amounts.

Parent paid tuition is used for ECDC teacher and program staff payroll and other program expenses (food, health insurance, etc.). It is necessary for families to remain current with tuition payments. We understand that at times families experience unexpected financial challenges. Please contact Terri Kosik, ECDC executive director, at tkosik@saintmarys.edu promptly should you experience difficulties keeping current with ECDC tuition. Past due balances may result in disenrollment. Thank you for your cooperation with prompt tuition payments; it is truly appreciated.

My signature below indicates that I will pay ECDC tuition according to the guidelines above and as indicated by my initials above.

Parent Signature (required) __________________________ Date __________________________
Name of Child ___________________________ Gender ___________ Birthdate ___________

Mother or guardian __________________________________________ Home Phone ___________

Home Address/City/State/Zip __________________________________________

Business Name ___________________________ Occupation ___________________________ Work Hours __________________

Business Address/City/State/Zip __________________________________________

Work Phone ___________________________ Cell Phone* ___________________________ E-mail* ___________________________

Father or guardian __________________________________________ Home Phone ___________

Home Address/City/State/Zip __________________________________________

Business Name ___________________________ Occupation ___________________________ Work Hours __________________

Business Address/City/State/Zip __________________________________________

Work Phone ___________________________ Cell Phone* ___________________________ E-mail* ___________________________

*Please note: The majority of ECDC letters and notices to families will be sent via e-mail. ECDC will notify families of emergency school closures through School Reach Emergency Notification System via email, text & a recorded call to your cell phone. Please keep this information current with the ECDC office.

Important: Please indicate how you would like us to contact you during the school day regarding information about your child (injury, illness, etc.):

1st ___________________________ 2nd ___________________________ 3rd ___________________________

If either parent is a faculty member or student, please list school, department, and phone number of a secretary who would be able to reach you in an emergency:

School ___________________________ Department ___________________________ Phone ___________

Please list the name of a friend or relative who may be reached in case of an emergency. This individual may be asked to pick your child up from ECDC in the event of an illness, injury or emergency. It is a State Requirement that a LOCAL emergency person is listed.

Name ___________________________ Relationship to child ___________________________

Address/City/State/Zip ___________________________ Phone ___________________________

PERSONS AUTHORIZED TO PICK UP MY CHILD

Authorized individuals will be required to show picture identification when picking up a child from ECDC. Under no circumstances will a child be released to anyone not known to the center without authorization from parents or guardians.

1) Name ___________________________ Relationship to child ___________________________

Address/City/State/Zip ___________________________ Phone ___________________________

2) Name ___________________________ Relationship to child ___________________________

Address/City/State/Zip ___________________________ Phone ___________________________

If a parent is denied permission to pick-up a child or has restricted pick-up, please provide the parent’s name and details - ___________________________________________ - and a copy of the court order.

Signature of Parent or Legal Guardian ___________________________ Date ___________________________
I agree, and by my signature give consent that in case of an accident, injury or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible, should I be away from the phone numbers given with this form.

Child’s Name __________________________________________________________ Date of Birth_________________  

Child’s Physician* ____________________________________________________ Phone ______________________  
Address/City/State/Zip__________________________________________________  

Child’s Dentist* ______________________________________________________ Phone ______________________  
Address/City/State/Zip__________________________________________________  

*If the name of a physician and/or dentist is not provided, the ECDC consulting physician and/or dentist (Dr. John Rice, M.D., Dr. Deanna O’Neil, D.D.S.) will be listed for you until you provide an alternate physician and/or dentist.

If, in an emergency, your child’s regular doctor cannot be reached, may we use John Rice, M.D., the consulting physician for the Early Childhood Development Center? Yes_____ No _____ If you answered no, which other physician do you prefer we call?__________________________________________________________________  
Address ___________________________________________________________ Phone ____________________  

Do you have a preference regarding the hospital we would take your child to in case of a medical emergency?  
Yes_____ No_____ If yes, please indicate your hospital of preference ____________________________________________  

Name of child’s private health insurance & policy number:___________________________________________________  
or  
Medicaid or Hoosier Healthwise number for your child and primary adult_______________________________________  

Signature of Parent or Legal Guardian____________________________________ Date_________________  

REMINDER: Please update information contained on this form when changes occur.
EARLY CHILDHOOD DEVELOPMENT CENTER
GENERAL INFORMATION FORM

The information on this form is strictly confidential and will be used by the teacher to help her/him better understand and work with your child. (key: SY=school year, SU=summer)

Child’s Name________________________________ Date of Birth________________ Child’s Present Age____

What is the name you want on your child’s locker & cubbie? ________________________________________________

Family*

Father’s Name________________________ Mother’s Name________________

Please list all children in the family and their ages________________________

________________________________________________________________________

Name of person(s) who has legal custody of child________________________

Name of person(s) child lives with________________________________________

If your child lives across two households, would you like duplicate items posted on your locker? Yes____No____

(SY only - Most communication will be via email, but picture order forms, fundraising materials, etc. will be posted on lockers)

Please list names of individuals (including emergency contacts) authorized by you or your family to have access to health information about this child ____________________________

________________________________________________________________________________________

Please indicate your child’s ethnicity (this information is used for grant reporting purposes only):

☐ African American ☐ Native American/Alaska Native ☐ Asian ☐ Caucasian

☐ Pacific Islander/Native Hawaiian ☐ Latino ☐ Other ______________________

Child’s primary language _________________________ Second language____________________

Does your child understand English?______________________________________________

Development and Information

Diet - Please check all that apply:

_____ My child is a vegetarian

_____ I would like my child to be served a vegetarian entrée for lunch

_____ Due to religious beliefs, my child does not eat ________________________________

_____ My child has dietary restrictions due to food allergies (a doctor’s signature is required on the medical plan form and please contact ECDC to arrange a time to review breakfast/lunch/snack menus)

My child receives/received special services (e.g., First Steps, Speech Therapy, OT, PT). Yes_____ No____

If yes, please explain______________________________________________________

________________________________________________________________________________________

Pre-K only: Does your child nap?____ If yes, how long and often?________________________ Does your child tire easily?______, please explain____________________________________________________________________________________
Toileting – for preschool ages only unless there is information you would like to share:

To what degree have bladder and bowel control been established? ____________________________
Can your child help her/himself at the toilet? ___________________________________________
Needs what kind of bathroom assistance? ______________________________________________
Additional comments regarding toileting ________________________________________________

Past Experiences -

SU School Agers: What grade has your child finished?____ Your child’s school:____________________
Has your child attended a recreational summer day camp program before?____________________

Pre-K & Kindergarten: What type of program(s) has your child attended in the past?____________
Name of the program(s) ____________________________ Length of involvement____________________
Please describe your child’s overall reaction to group experiences __________________________

Describe your child in one or two words ________________________________
Characteristic behavior in a new situation ______________________________
Your child’s favorite activities and interests________________________________________________
Your child’s favorite books __________________________________________________________
Your child’s favorite indoor games _________________________________________________
Your child’s favorite outdoor games _________________________________________________
Describe any fears your child has of which we should be aware? ____________________________
Parents’ methods of overcoming fears _________________________________________________

SY only: In what ways would you like your child’s ECDC experiences to contribute to his/her growth and development? _________________________________________________________________

Is there anything about your child that concerns you?____________________________________

Have there been any unusual occurrences concerning your child that you feel we should be aware? (e.g. premature birth, auto accident, severe illness, death in the family, etc.)____________________________

Do you or your child have any special talents, interests, hobbies, or skills you could share with the children at ECDC?______________________________________________________________

SY only: Would you be available to help with special field trips? (applies to children enrolled in the 4’s, 4/5’s & kindergarten groups) _________________________________________________________________

SY kindergarten only: What would be a convenient day of the week and/or time to visit the kindergarten class to share your talent, hobby, interest or career with the class? ______________________________________________________________

Please feel free to attach an additional page if more space is needed to share any information that will help us better understand and work closely with your child and your family.
ECDC CLASS DIRECTORY – An ECDC class directory will be emailed to parents at the beginning of each semester and will include parents’ names, home addresses, home phone numbers and email addresses. We hope this directory is helpful as you schedule play dates and carpools. The ECDC directory is compiled from the information you supplied on your registration form.

_____ I give permission for my information to be included in the ECDC class directory.

_____ Our address has changed since we registered - please use the address on our emergency information form and not the address on the registration form.

_____ We prefer our cell phone numbers are listed on the directory rather than our home phone number.

Signature of Parent/Guardian __________________________________________________________________________ Date __________________

ECDC PARENT HANDBOOK/TUITION - I have read the ECDC Parent Handbook (available on the ECDC website at http://www.nd.edu/~ecdcnd/parentsinfo.html) and understand the policies and procedures outlined within. I agree to follow the ECDC tuition policy on page 32 of the Parent Handbook and understand that tuition must be paid in advance.

Signature of Parent/Guardian __________________________________________________________________________ Date __________________

DEVELOPMENTAL SCREENINGS (This applies to school year enrollment only) – ECDC uses the Ages & Stages Developmental Screening (ASQs) to monitor children’s development when questions occur regarding learning or development. ASQs are administered by someone familiar to your child such as their ECDC teacher, program director or family resource specialist. The ASQ results are shared with parents in a confidential manner. I grant permission for my child to receive the ASQ Developmental Screening and/or ASQ Social Emotional (ASQ-SE) Developmental Screenings.

Signature of Parent/Guardian __________________________________________________________________________ Date __________________

AUTHORIZATION TO SHARE HEALTH INFORMATION – Early Childhood Development Center recognizes that health and medical information about your child is confidential. All records in your child’s file (including health, development and contact information) are kept in a locked cabinet in the office and access to this cabinet is limited. All information pertaining to the admission, development, assessment, family and/or discharge of a child is confidential and will only be shared with teachers and staff on a “need to know” basis.

By signing below, I give full time staff and teachers permission to have access to ______________________’s health records.

Signature of Parent/Guardian __________________________________________________________________________ Date __________________

CHILD GUIDANCE/DISCIPLINE POLICY/COMMUNICATION - I have read and/or discussed the Adlerian philosophy of teacher-child interactions and discipline implemented by the Early Childhood Development Center’s teaching staff. I understand that choices and logical consequences are utilized rather than punishment. Children are provided with encouragement rather than praise. According to state regulations, I understand that any disciplinary action taken will be communicated to the parents and noted in my child’s record. I also understand that I will be notified of all significant occurrences or problems which affect my child. This includes, but is not limited to, notices regarding accidents, injuries, first aid, possible exposure to communicable diseases and prior notification regarding field trips.

Signature of Parent/Guardian __________________________________________________________________________ Date __________________
PHOTOGRAPHY PERMISSION – I grant permission for photographs of my child to be taken at ECDC and possibly used in the following ways:

_____ for ECDC classroom use by teachers (to document learning and activities)
_____ for SMC/ND student projects (names will not be used)
_____ for media/marketing purposes (names will not be used)

Signature of Parent/Guardian______________________________________________ Date ____________________

SUNSCREEN PERMISSION (Parent Supplies) – I give permission for teachers to apply sunscreen to my child to help prevent possible sunburn. I understand that I must provide the sunscreen, and due to accreditation standards, I will provide a sunscreen that is a minimum SPF 15 and has UVA/UVB protection. ECDC staff will apply/or facilitate application of sunscreen as needed before outside activities (primarily May through September).

Signature of Parent/Guardian______________________________________________ Date ____________________

INSECT REPELLENT (ECDC Supplies) – I give permission for teachers to apply a mild insect repellant to my child prior to outdoor activities (e.g., nature activities/walks at parks such as Potato Creek Park, St. Mary’s College-Nature Walks, Madeline Bertrand Park, Bendix Park, Clay Park, Sarrett Nature Center, etc.). The insect repellant will be supplied by ECDC and will be applied by ECDC staff. Due to accreditation standards, the repellant used will contain DEET and will be applied no more than once per day.

Signature of Parent/Guardian______________________________________________ Date ____________________
# EMERGENCY HEALTH INFORMATION AND MEDICAL PLAN

All Families Need to Complete Annually

## PART 1 - Parent or Guardian to Complete.

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Gender</th>
<th>DOB</th>
</tr>
</thead>
</table>

My child has a medical condition that may affect his or her school day: ☐ NO ☐ YES  *(if YES, please complete Part 2, 3, 4)*

<table>
<thead>
<tr>
<th>Parent/Guardian’s Name (please print)</th>
</tr>
</thead>
</table>

Parent/Guardian’s Signature: ____________________________ Date: __________

## PART 2 – Complete all boxes that apply to your child.

### ☐ ALLERGIES

Allergy type:

- ☐ Food    List food(s) ______________________________________________________________________
- ☐ Medication List medicine(s) ______________________________________________________________________
- ☐ Bee sting _____________________________________________________________________________________
- ☐ Other (list) __________________________

Reactions:

- ☐ Coughing
- ☐ Hives
- ☐ Rash
- ☐ Difficulty breathing
- ☐ Local Swelling
- ☐ Wheezing
- ☐ Generalized swelling
- ☐ Nausea
- ☐ Other

Currently prescribed treatments to be used IN SCHOOL:

- ☐ Oral antihistamine (Benadryl, etc.)
- ☐ EpiPen
- ☐ Other __________________________

### ☐ ASTHMA

Triggers:

- ☐ Exercise
- ☐ Environmental
- ☐ Other (list) __________________________

Physical Restrictions:

- ☐ None
- ☐ Self-limits
- ☐ Other __________________________

Symptoms or reactions:

- ☐ Chest tightness/discomfort/pain
- ☐ Difficulty breathing
- ☐ Throat itch/tightness/soreness
- ☐ Coughing
- ☐ Hoarseness
- ☐ Wheezing
- ☐ Other __________________________

Currently prescribed treatments to be used IN SCHOOL:

- ☐ Inhalers
- ☐ Oral antihistamines
- ☐ Oral bronchodilator
- ☐ Peak flow monitoring

Date of last hospitalization related to asthma: ____________________________

### ☐ DIABETES

Currently prescribed treatments to be used IN SCHOOL:

- ☐ Insulin
- ☐ Syringe
- ☐ Pen
- ☐ Pump
- ☐ Blood sugar testing
- ☐ Glucagon
- ☐ Oral medication(s) List medication(s) ____________________________

### ☐ SEIZURE DISORDER

Type of seizure:

- ☐ Absence (staring/unresponsive)
- ☐ Complex partial
- ☐ Generalized tonic-clonic (grand mal/convulsive)
- ☐ Other (explain)
SEIZURE DISORDER continued:
Physical restrictions: □ NO □ YES
Medications needed IN SCHOOL □ NO □ YES List medication(s) ______________________________________
Date of last seizure _______________________________ Length of seizure _______________________________

□ OTHER HEALTH CONDITIONS
□ Physical condition (be specific) ____________________________________________________________
□ Other (be specific) ________________________________________________________________
Physical restrictions: □ NO □ YES
Medications needed IN SCHOOL □ NO □ YES List medication(s) ______________________________________
Special procedures required IN SCHOOL □ NO □ YES (explain) ________________________________

□ VISION CONDITIONS
□ Contacts □ Glasses
□ Other __________________________________________

□ HEARING CONDITIONS
□ Hearing aid(s)
□ Other __________________________________________

PART 3 – PHYSICIAN’S SIGNATURE REQUIRED if parent or guardian indicates medical condition(s) requiring medications, restrictions, monitoring and/or food substitutions.
Symptoms to watch for:

When to use prescribed medication(s) (please list medication/dose/route):

When to call emergency health professional:

☐ This child has food allergies. Please allow parent/guardian to provide store bought substitutes as needed.

Other notes:

Physician’s signature _____________________________________________ Date ______________________

Completed form may be faxed to ECDC-ND at 574-631-7808 or ECDC-SMC at 574-284-5344

PART 4 – EMERGENCY CONTACTS
1. Call 911.
2. Dr. _______________________________ Phone Number: _______________________________
3. Parent/Guardian _______________________________ Phone Number: _______________________________
4. Parent/Guardian _______________________________ Phone Number: _______________________________
5. Emergency Contacts:
   Name/Relationship _______________________________ Phone Number(s)
   a. _______________________________ Phone Number(s)
   b. _______________________________ Phone Number(s)

EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!
Parent/Guardian’s Signature _______________________________ Date ______________________
**EARLY CHILDHOOD DEVELOPMENT CENTER**
**PRESCHOOL / KINDERGARTEN / CHILD CARE CENTER HEALTH RECORD**
State Form 49969 (R3 / 11-11)

*All child physicals must be submitted to the office no later than 30 days after their first day of enrollment.*

<table>
<thead>
<tr>
<th>Name of child (last, first)</th>
<th>Date of birth (month, day, year)</th>
<th>Date of admission (month, day, year)</th>
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<table>
<thead>
<tr>
<th>Address (number and street, city, state, ZIP code)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Child lives with (relationship)</th>
<th>Name</th>
<th>Telephone number (       )</th>
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### MEDICAL HISTORY

<table>
<thead>
<tr>
<th>Communicable Disease</th>
<th>Month / Year</th>
<th>Condition</th>
<th>Explain if present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td></td>
<td>Allergies:</td>
<td></td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chickenpox</td>
<td></td>
<td>Handicapping conditions:</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td></td>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Whooping Cough</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PHYSICAL EXAMINATION

<table>
<thead>
<tr>
<th>Date of exam (month, day, year)</th>
<th>Age of child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skin</th>
<th>Heart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lymphnodes</td>
<td>Lungs</td>
</tr>
<tr>
<td>Eyes</td>
<td>Abdomen</td>
</tr>
<tr>
<td>Ears</td>
<td>Genitalia</td>
</tr>
<tr>
<td>Nasopharynx</td>
<td>Skeleton</td>
</tr>
<tr>
<td>Teeth and Mouth</td>
<td>Other:</td>
</tr>
</tbody>
</table>

Note any unusual findings:

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Does this child have any health condition that would be hazardous either to the child or to the other children in a group setting as a result of participation in normal activities (including sports)?

- [ ] Yes  - [ ] No

If yes, what modification of normal activities would be necessary to protect the child and the child’s classmates:

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Have you prescribed any medications or special routines which should be included in the center’s plans for this child’s activities?

- [ ] Yes  - [ ] No

If yes, please explain:

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*All child physicals must be submitted to the office no later than 30 days after their first day of enrollment.*
**HISTORY OF IMMUNIZATIONS**

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>(Enter the month, day and year each immunization was given.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/DT*</td>
<td>Diphtheria, Tetanus, Pertussis</td>
</tr>
<tr>
<td>Hib</td>
<td>Haemophilus influenza type b</td>
</tr>
<tr>
<td>IPV*</td>
<td>Polio</td>
</tr>
<tr>
<td>MMR*</td>
<td>Measles, Mumps, Rubella</td>
</tr>
<tr>
<td>Varicella*</td>
<td>Chickenpox</td>
</tr>
<tr>
<td>PCV*</td>
<td>Pneumococcal Conjugate</td>
</tr>
<tr>
<td>Hep B*</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>Hep A**</td>
<td>Hepatitis A</td>
</tr>
<tr>
<td>RGE</td>
<td>Rotavirus</td>
</tr>
<tr>
<td>Flu</td>
<td>Influenza</td>
</tr>
</tbody>
</table>

**ADDITIONAL NOTES AND INSTRUCTIONS**

*Indiana law requires all children attending licensed childcare facilities to be immunized against this disease.

**Hep A** is required for kindergarten enrollment.

**STATEMENT OF EXEMPTION TO IMMUNIZATION LAW**

IN THE EVENT THAT A VACCINE-PREVENTABLE DISEASE TO WHICH CHILDREN ARE SUSCEPTIBLE OCCURS IN THE PROGRAM, UNDER-IMMUNIZED CHILDREN WILL BE PROMPTLY EXCLUDED PER STATE GUIDELINES. (ECDC tuition continues during exclusion)

**MEDICAL EXEMPTION:** The physical condition of the above named person is such that immunization would endanger life or health or is medically contraindicated due to other medical conditions.

Signed ___________________________ Date ________________

Physician

Medical exemption to the following vaccine(s):

☐ DTaP ☐ IPV ☐ MMR ☐ VAR ☐ PCV ☐ HepB ☐ Hep A

**RELIGIOUS EXEMPTION:** Parent or guardian of the above named person or the person himself/herself is an adherent to a religious belief opposed to immunizations.

Signed ___________________________ Date ________________

Parent / guardian

Religious exemption to the following vaccine(s):

☐ DTaP ☐ IPV ☐ MMR ☐ VAR ☐ PCV ☐ HepB ☐ Hep A

**Name of physician / nurse practitioner completing form (please print)**

Signature of physician / nurse practitioner

Completed forms may be faxed to:

**ECDC at Notre Dame**
Phone: (574) 631-3344
Fax: (574) 631-7808

**ECDC at Saint Mary’s**
Phone: (574) 284-4693
Fax: (574) 284-5344
Early Childhood Development Center

Licensed Child Care Center Consent
State Form 50548 (12-01) / BCD 0080

Instructions: To be completed for each child enrolled.

Parent, Guardian, or custodian permission:

I give my permission for ECDC to report the name and birthdate of my child or children to the Division of Family and Children pursuant to IC 12-17.2-2-1.5.

NAME OF CHILD_________________________________________________

BIRTHDATE_____________________________________________________

_________________________________________________________________

Signature of parent, guardian, or custodian

_________________________________________________________________

Date (month, day, year)

Verification of birthdate may be completed by a documented copy of the birth certificate or a duly attested transcript of a birth certificate or any official documentable record.
WAIVER AND RELEASE AGREEMENT

TO BE READ AND SIGNED BY THE LEGAL GUARDIANS OF

________________________________________

PRIOR TO

(Student’s Name)

ADMISSION TO EARLY CHILDHOOD DEVELOPMENT CENTER

In consideration of the admission of the minor student designated above, (“Student”) to the Early Childhood Development Center (“ECDC”); the undersigned legal guardian(s) of said minor Student, and each of them, hereby acknowledge and agree that such admission is subject to and specifically conditioned upon the undersigned, and each of them, agreeing to be legally bound by the following terms:

1. I (we), individually, and on behalf of my minor child and our respective heirs, successors, assigns, and personal representatives, hereby release, acquit, and forever discharge ECDC and its successors, assigns, trustees, directors, officers, employees, representatives, attorneys and agents, (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses, or injuries to persons or property or both, including but not limited to any claims, demands, actions, causes of action, damages, costs, expenses and attorneys fees, which arise out of, during, or in connection with my child’s enrollment and attendance at ECDC, including but not limited to any damages, losses, or injuries to persons or property or both, which may be sustained or suffered by my child or any person in connection with my child’s association with, or participation in, activities at, sponsored by, or arising out of his/her enrollment and attendance at ECDC.

2. I (we), individually, and on behalf of my minor child and our respective heirs, successors, assigns, and personal representatives, hereby agree to indemnify, defend, and hold harmless ECDC, and its successors, assigns, trustees, directors, officers, employees, representatives, attorneys, and agents (in their official and individual capacities) from any and all liability, loss, or damage they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, judgment, costs, or expenses, including attorney fees, which result from, arise out of, or relate to my child’s association with, participation in, activities at, sponsored by, or arising out of his/her enrollment and attendance at ECDC, including any claims, demands, actions, causes of action, judgment, costs or expenses arising in whole, or in part, from any alleged negligence of ECDC, and/or its employees, and/or volunteers.

3. I (we) agree that this Waiver and Release Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion hereof is held invalid, it is agreed that the balance hereof shall, notwithstanding, continue in full legal force and effect.

4. In signing this Waiver and Release Agreement, I hereby acknowledge and represent that I have read this entire document, that I understand its terms and provisions, that I understand it affects my legal rights and those of my child, that it is a binding Agreement, and that I have signed it knowingly and voluntarily.
5. I hereby acknowledge and accept that there are certain risks, including bodily injury and death that could result from my child’s participation in the aforementioned Activities at ECDC. I have knowingly and voluntarily decided to assume the risks of these inherent dangers in consideration of ECDC’s acceptance of my minor child at ECDC.

Child’s Name: _________________________________ Age ____

_______________________________________________

Parent and/or Legal Guardian Signature

Date: ________________________________________

_______________________________________________

Parent and/or Legal Guardian Signature

Date: ________________________________________
School Messenger Emergency Contact Information

This school year ECDC has signed on with SchoolMessenger, a California-based company that provides notification services for emergency broadcasts from schools. The system is programmed to call the primary phone number of parents as well as send emails and texts to notify parents of an emergency closing due to a facility emergency (e.g., broken boiler in the winter resulting in no heat in the building) or a weather emergency (e.g., snow storm that inhibits teachers/staff from driving to ECDC).

To make sure our information is accurate and that we have the best email addresses and phone numbers for your family, we are asking that you fill out the attached form. This will ensure that you receive notifications of any emergency closings as quickly as possible. On the form below, please include any phone numbers you would like us to contact in the event of an emergency closing, as well as email addresses. *Please note that telephone numbers with extensions cannot be read by the School Messenger system.*

If you are interested in receiving the text notifications, you will also need to "opt in" with SchoolMessenger. Once we have updated SchoolMessenger, you should receive a text from 68453 asking you to text yes to receive text messages from ECDC. This step is required to receive emergency notifications via text message and is only required once. If you have "opted in" previously, this step will not be necessary. If you do not receive an "opt in" text, you do not have to wait for it to arrive before opting in, simply send yes to 68453 and you will receive a text back letting you know you have opted in for text messages.

Please print an email address and at least one phone number for each parent on the form below. If you have any questions about this form, please contact Christina Cheney at ccheneyecdc@gmail.com or (574)631-3344.

Child’s Name:________________________________________
Child’s Classroom: □ 2’s □ 3’s □ 3/4’s □ 4’s □ 4/5’s □ Kindergarten
ECDC Site: □ ECDC-ND □ ECDC-SMC

*Father’s Name:___________________________________________________

*Father’s Email:____________________________________________________

*Father’s Primary Phone #:__________________________ □ Home # □ Cell # □ Work #

Father’s Secondary Phone #:_________________________ □ Home # □ Cell # □ Work #

*Mother’s Name:___________________________________________________

*Mother’s Email:____________________________________________________

*Mother’s Primary Phone #:__________________________ □ Home # □ Cell # □ Work #

Mother’s Secondary Phone #:_________________________ □ Home # □ Cell # □ Work #

*required field