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 May 15th (May 1st for Income Documentation) to:

ECDC
University of Notre Dame or ECDC
10 Child Care Center Havican Hall
Notre Dame, IN 46556 Notre Dame, IN 46556

1) The following are required for ALL children:

_____ Income Documentation – (ECDC-ND only), due May 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.

2) Please complete the following 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.
- **Summer Gymnastics Permission Form** – Required for all children enrolled in the 2/3’s, 3’s, 3/4’s and 4/5’s. [Form attached-due May 15](#).
**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 Gymnastic 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.**
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.
_____4 payments – Remit 4 equal summer tuition payments by June 11th, June 25th, July 9th, and July 23rd.
_____8 Weekly payments – Remit 8 equal tuition payments on Monday of each week beginning June 11th – July 30th.
_____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 ________________
EARLY CHILDHOOD DEVELOPMENT CENTER
Saint Mary’s College and the University of Notre Dame

EMERGENCY INFORMATION

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.
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? __________________________________________________________

For parents of children that are learning English and have a primary language other than English, please provide teachers with basic vocabulary words in the child’s primary language to support engagement throughout the day and routines (Please write words phonetically to help teachers with pronunciation):

Words child uses to refer to parents/family members ______________________________________________________

Basic body parts __________________________________________________________

Bodily functions (e.g. go to the bathroom, potty, tinkle, bowel movement) ______________________________________

Hi ___________________________ Water ___________________________ Music/Dance ___________________________

Goodbye ___________________________ Milk ___________________________ Puzzles ___________________________

Play ___________________________ Rest time ___________________________ Blocks ___________________________

Eat ___________________________ Story/Book ___________________________ Baby ___________________________

Drink ___________________________ Outside ___________________________

Parents Be Back Soon

*Feel free to attach a separate page if there are other words/phrases that you feel may be helpful.
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](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: 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>

<table>
<thead>
<tr>
<th>Parent/Guardian’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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

**ALLERGIES**

- **Allergy type:**
  - Food
  - Medication
  - 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
  - Hoarseness
  - Wheezing
  - Other

**Currently prescribed treatments to be used IN SCHOOL**

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

**DIABETES**

**Currently prescribed treatments to be used IN SCHOOL**

- Insulin
- Syringe
- Pen
- Pump
- Blood sugar testing
- Glucagon
- Oral 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 ☐ HEARING CONDITIONS

☐ Contacts ☐ Glasses  ☐ Hearing aid(s) ☐ Other ______________________________________
☐ 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. ________________________________________________________
    b. ________________________________________________________

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>
</tr>
</thead>
<tbody>
<tr>
<td>Address (number and street, city, state, ZIP code)</td>
<td>Name</td>
<td>Telephone number</td>
</tr>
<tr>
<td>Child lives with (relationship)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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></td>
<td></td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chickenpox</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td></td>
<td></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>Skin</td>
<td>Heart</td>
</tr>
<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:

---

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:

---

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:

---
## HISTORY OF IMMUNIZATIONS

(Enter the month, day and year each immunization was given.)

<table>
<thead>
<tr>
<th>Vaccine</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/DT*</td>
<td></td>
</tr>
<tr>
<td>Hib</td>
<td></td>
</tr>
<tr>
<td>IPV*</td>
<td></td>
</tr>
<tr>
<td>MMR*</td>
<td></td>
</tr>
<tr>
<td>Varicella*</td>
<td></td>
</tr>
<tr>
<td>PCV*</td>
<td></td>
</tr>
<tr>
<td>Hep B*</td>
<td></td>
</tr>
<tr>
<td>Hep A**</td>
<td></td>
</tr>
<tr>
<td>RGE</td>
<td></td>
</tr>
<tr>
<td>Flu</td>
<td></td>
</tr>
</tbody>
</table>

**Or Chickenpox Disease (Month/Year):**

## 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) __________________________

Telephone number __________________________

Signature of physician / nurse practitioner __________________________
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: _________________________________________________
Please complete and submit to ECDC by May 15th if your child is enrolled in the 2/3’s, 3/4’s, 4’s or 4/5’s for the Summer Program.

ECDC GYMNASTICS FUN

The Gymnastics Bus will be at ECDC for summer class sessions. These classes will feature gymnastics, motor development, coordination and language building skills along with other developmental aspects. Classes are provided by ECDC as a part of the summer curriculum. Mrs. Jennifer and staff are ready for another great summer of gymnastics here at ECDC!

- Registration forms are needed for each child (even if registered in the past).
- Classes are provided for students as a part of ECDC’s summer curriculum.
- **No additional fees to parents for summer gymnastics.**
- Class sessions are held for thirty minutes each.
- Class sessions will be split up by age groups and are taught age appropriate skills.
- Return your Registration Form to ECDC by May 15.

Call Jennifer Leininger if you have any questions @ (574)340-9454.

Registration Form- ECDC Gymnastic Fun
(Please fill out form completely)

Child’s Name__________________Address________________________________
City_______________Zip Code______ Check one: ND____SMC____

The basic goal of the “Gymnasts in Motion” bus is to introduce your child to the beginning basics of gymnastics. We hope that through the experience in the “Gymnasts in Motion” program your child will learn to appreciate and have fun at exercising and gain valuable beginning skills in gymnastics. We are by no means trying to make your child an Olympic gymnast through “Gymnasts in Motion”; however, we do hope to give your child a good basic background in gymnastics. Although gymnastics is a beautiful and dynamic activity for boys and girls, it also possesses the potential for serious injury to the participant. At the preschool level this potential is greatly reduced, but it is still there. Participants shall indemnify and hold harmless “Gymnasts in Motion” from any and all claims, demands, actions and causes of action whether groundless or not, in connection with any and all injuries, losses, damages or liability of any kind whatsoever arising, directly or indirectly, from participation in “Gymnasts in Motion” activities. The “Gymnasts in Motion” bus is designed with safety in mind. We take care to warn your child of the dangers of doing gymnastics unsupervised and trying skills they are unprepared for.

I (we) the undersigned do hereby consent to (our) child ______________________ participating in the “Gymnasts in Motion” bus at ______________________ Educational Child Development Center.
I (we) acknowledge that I (we) have been informed of the risks of gymnastics.

_____________________________________________    ____________________
Parent or Guardian Signature                                       Date