

2025-2026 School Year

## **OPEN ENROLLMENT LOTTERY REGISTRATION**

This is for families *NOT currently* enrolled in our preschool.



\*

We are looking forward to a wonderful 2025 – 2026 school year! Our first day of school will be on **Tuesday, September 2**. Attached is the Registration Packet for our Fall program.

Registration Packets for Open Enrollment will be accepted from Tuesday, February 25 through Tuesday, March 4 (3 PM).

\*

When the registration packets are received, each packet will be assigned a number. The Preschool Board will conduct a random lottery draw to determine the order of class registration. Children will be placed in classes according to the space available. The Board will try to accommodate any specific requests for teachers and/or class schedules. If top class choices are not available for enrollment, children will be placed on the highest available class choice and then placed on the waiting list for any choices that were not granted.

On Thursday, March 6, we will send a text to parents to confirm their child's class placement.

### Registration Requirements for All Children

- ✓ **Registration Packet** completely filled out. Please be sure to include a **CURRENT PICTURE** of your child. (If you don't have one printed, you can email it to us.)
- ✓ \$125.00 Fall Registration Fee (Non-refundable). You can pay with Cash or Check. Please make checks payable to: First Presbyterian Preschool. If you are also registering for Summer School, please write a separate check for that.
- ✓ **Up-To-Date and COMPLETE Immunization Record** needs to be turned in (we will make a copy for our files). The immunizations required are: 3 Polio Doses, 4 DTaP, 1 MMR (given on or after the first birthday), 1 HIB (given on or after the first birthday), 3 Hep B, and 1 Varicella.
- ✓ Physical: If you cannot have your child's Physical done by the time you turn in your packet, please call your pediatrician to schedule an appointment. Be sure to bring, mail, or email the Physical as soon as possible. The Physical Form can be found at the end of this Registration Packet.

\* September's Tuition will be due on or before August 7, 2025 (Non-refundable).

Sincerely, Misty Wren, Director

869 N. Euclid Ave., Upland, 91786 \* 909-982-8616 \* Website: www.fpc-upland.com

# Fall 2025 Parent Request for Preschool Teacher and/or Program

- 1. Please write your child's name and birthdate on the line indicated for your selection, 3's or PreK.
- 2. Indicate AT LEAST 3 CHOICES, in order of preference, on the line next to each class listed.
- 3. Turn in this Parent Request Form, along with a completed Registration Packet, for *each* child you are enrolling.

2.5/Young 3's CLASS – Will turn 3 years ol	d after September of 2025 (born after 9/2022).			
Child's Name	Birthdate			
Mrs. Merrill – Tues/Thurs 9:00 to 11:30				
************				
<u>3-YEAR OLD CLASSES</u> - Must be 3 year	s old <u>by</u> September of 2025 (born <u>by</u> 9/2022).			
Child's Name	Birthdate			
Mon/Wed/Fri Morning Class Choices:	Tues/Thurs Morning Class Choices:			
Mrs. Assal -Mon/Wed/Fri 9:00 to 11:30	Mrs. Assal – Tues/Thurs 9:00 to 11:30			
Mrs. Nessel – Mon/Wed/Fri 9:00 to 11:30	Mrs. Nessel – Tues/Thurs 9:00 to 11:30			
Mrs. Merrill – Mon/Wed/Fri 9:00 to 11:30	No Preference – Tues/Thurs 9:00 to 11:30			
No Preference – Mon/Wed/Fri 9:00 to 11:30				
Mon/Wed/Fri Afternoon Class Choice:	a .			
Mrs. Merrill – Mon/Wed/Fri 12:30 to 3:00				
PreKINDERGARTEN CLASSES - Must be 4 years old by September of 2025 (born by 9/2021).				
<u>PreKINDERGARTEN CLASSES</u> - Must be 4	years old <u>by</u> September of 2025 (born <u>by</u> 9/2021).			
PreKINDERGARTEN CLASSES - Must be 4 Child's Name				
Child's Name	Birthdate			
Child's Name  Mon/Wed/Fri Morning Class Choices:  *** MWF AM is the most popular PreK option.  Please number the class choices from 1 to 5 in order	Birthdate  Tues/Thurs Morning Class Choices:			
Child's Name  Mon/Wed/Fri Morning Class Choices:  *** MWF AM is the most popular PreK option.  Please number the class choices from 1 to 5 in order of preference. If you do not have a preference,	Birthdate  Tues/Thurs Morning Class Choices:  Mrs. Corral – Tues/Thurs 9:00 to 11:30			
Child's Name  Mon/Wed/Fri Morning Class Choices:  *** MWF AM is the most popular PreK option.  Please number the class choices from 1 to 5 in order of preference. If you do not have a preference, simply mark that line.	Birthdate  Tues/Thurs Morning Class Choices:  Mrs. Corral – Tues/Thurs 9:00 to 11:30  Mrs. Knight – Tues/Thurs 9:00 to 11:30			
Child's Name  Mon/Wed/Fri Morning Class Choices:  *** MWF AM is the most popular PreK option.  Please number the class choices from 1 to 5 in order of preference. If you do not have a preference,	Birthdate  Tues/Thurs Morning Class Choices:  Mrs. Corral – Tues/Thurs 9:00 to 11:30  Mrs. Knight – Tues/Thurs 9:00 to 11:30  Mrs. Struempf – Tues/Thurs 9:00 to 11:30			
Child's Name  Mon/Wed/Fri Morning Class Choices:  *** MWF AM is the most popular PreK option.  Please number the class choices from 1 to 5 in order of preference. If you do not have a preference, simply mark that line.	Birthdate  Tues/Thurs Morning Class Choices:  Mrs. Corral – Tues/Thurs 9:00 to 11:30  Mrs. Knight – Tues/Thurs 9:00 to 11:30  Mrs. Struempf – Tues/Thurs 9:00 to 11:30			
Child's Name  Mon/Wed/Fri Morning Class Choices:  *** MWF AM is the most popular PreK option.  Please number the class choices from 1 to 5 in order of preference. If you do not have a preference, simply mark that line.  Mrs. Corral - Mon/Wed/Fri 9:00 to 11:30	Birthdate  Tues/Thurs Morning Class Choices:  Mrs. Corral – Tues/Thurs 9:00 to 11:30  Mrs. Knight – Tues/Thurs 9:00 to 11:30  Mrs. Struempf – Tues/Thurs 9:00 to 11:30			
Mon/Wed/Fri Morning Class Choices:  *** MWF AM is the most popular PreK option.  Please number the class choices from 1 to 5 in order of preference. If you do not have a preference, simply mark that line.  Mrs. Corral - Mon/Wed/Fri 9:00 to 11:30  Mrs. Knight - Mon/Wed/Fri 9:00 to 11:30	Birthdate  Tues/Thurs Morning Class Choices:  Mrs. Corral – Tues/Thurs 9:00 to 11:30  Mrs. Knight – Tues/Thurs 9:00 to 11:30  Mrs. Struempf – Tues/Thurs 9:00 to 11:30			
Mon/Wed/Fri Morning Class Choices:  *** MWF AM is the most popular PreK option.  Please number the class choices from 1 to 5 in order of preference. If you do not have a preference, simply mark that line.  Mrs. Corral - Mon/Wed/Fri 9:00 to 11:30  Mrs. Knight - Mon/Wed/Fri 9:00 to 11:30  Mrs. Struempf - Mon/Wed/Fri 9:00 to 11:30	Birthdate  Tues/Thurs Morning Class Choices:  Mrs. Corral – Tues/Thurs 9:00 to 11:30  Mrs. Knight – Tues/Thurs 9:00 to 11:30  Mrs. Struempf – Tues/Thurs 9:00 to 11:30			
Mon/Wed/Fri Morning Class Choices:  *** MWF AM is the most popular PreK option.  Please number the class choices from 1 to 5 in order of preference. If you do not have a preference, simply mark that line.  Mrs. Corral - Mon/Wed/Fri 9:00 to 11:30  Mrs. Knight - Mon/Wed/Fri 9:00 to 11:30  Mrs. Struempf - Mon/Wed/Fri 9:00 to 11:30  Mrs. Robertson - Mon/Wed/Fri 9:00 to 11:30	Birthdate  Tues/Thurs Morning Class Choices:  Mrs. Corral – Tues/Thurs 9:00 to 11:30  Mrs. Knight – Tues/Thurs 9:00 to 11:30  Mrs. Struempf – Tues/Thurs 9:00 to 11:30			



# First Presbyterian Church Preschool

869 N. Euclid Ave., Upland, CA 91786 909-982-8616 www.fpc-upland.com preschooldir@fpc-upland.com Instagram: @1stpresbyterianpreschool

Office Use	
Reg. Fee:	Tuition:
Cash ✓	No
Immunizatio	ns
Phys	
REMIND A	Арр
#	

# \* Registration Packet 2025 - 2026 School Year \*

Child's Name	Birthdate
Child's Name	Name to be called in class
Address Mother's Name	Home Phone
Mother's Address	Mother's Cell
Place of Employment	Mother's E-mail
Father's Name	Home Phone
Father's Address	Father's Cell
Place of Employment	Father's E-mail
Please circle above who you would like to have as you	
Child Lives With (circle all that apply) Father Mother Stepfather Ste List ALLERGIES or HEALTH CONCERNS (asthma, milk intolerance, etc.)	pmother Grandparent(s)
Medication(s) for allergy (if any, i.e. Epi-Pen, Benadryl, etc.)	
***How did you hear about our Preschool?	
Check One Program  2.5/young 3's Program – Will turn 3 years old after September of 202  3 Year Old Program – Must be 3 years old by September of 202  PreKindergarten Program – Must be 4 years old by September	5 (Born by 9/2022) your child below.
Standard Tuition Rate per Month	
Morning Program 9:00 – 11:30 a.m. Afternoon Program 12:3	<u>0 – 3:00 p.m.</u> \$273.00/month
3 Days (M/W/F) \$273.00/month <u>Full Day Program 9:00 –</u> 3 Days (M/W/F)	3:00 p.m. \$546.00/month
5 Days (M-F) \$514.00/month ALL Programs : Full Day ALL Days & Ses	y MWF and T-Th AM ssions \$787.00/month
Discounted Tuition Rate per Month (When paid ON or	r BEFORE the 7th)
2 Days (T/TH) 3 Days (M/W/F) 5 Days (M-F) Full Days (N \$221.00/month \$253.00/month \$474.000/month \$506.00/mo	M/W/F) ALL Programs
Registration Fee \$125.00 - Due at time of registration / Septem	
REGISTRATION AND FIRST MONTH'S TUITION A	
By signing below I acknowledge that I have read and understand the registratio am assuming for my child and agree to these arrangements. I understand that shall be contingent upon the payment of all tuition due (enrollment may be term a yearly amount broken down into monthly payments, and thus not discounted for	my child's enrollment at First Presbyterian Preschool ninated if tuition becomes past due); and that tuition is
Date Parent/Guardian Signature	
Office Use Only	
Your Child Has Been Enrolled In: TeacherF	· · · · · · · · · · · · · · · · · · ·
	M thru F Time 9:00 to 11:30 12:30 to 3:00

Permission Form
At different times of the school year, we might take photos or videos of your child and other children in his/her class to share on our Instagram account, things such as a classroom activity, or a special event like an Easter Hunt. Names of students will NOT be published along with any pictures or videos.
Please check one of the following:
I grant permission for First Presbyterian Preschool to possibly use pictures of my child's face for their Instagram account.
I Do Not grant permission for First Presbyterian Preschool to possibly use pictures of my child's face for their Instagram account.
Child's First & Last Name
Date Parent/Guardian Signature

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

To Be Completed by			_				· · · · · · · · · · · · · · · · · · ·
CHILD'S NAME	LAST	MID	DLE	FIRST		SEX	TELEPHONE
ADDRESS	NUMBER	STREET	CITY	S	TATE	ZIP	BIRTHDATE
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIE	DLE	FIRST			BUSINESS TELEPHONE
HOME ADDRESS	NUMBER	STREET	CITY	S	TATE	ZIP	HOME TELEPHONE ( )
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MID	DLE	FIRST	- AV		BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	S	TATE	ZIP	HOME TELEPHONE
PERSON RESPONSIBLE FOR CHILD	LAST	MIDDLE	V	FIRST	į.	ME LEPHONE )	BUSINESS TELEPHONE ( )
ADDI	TIONAL PE	RSONS WHO	MAY B	E CALLED IN A	N EM	T	
NAME		ADDRESS		TELEPHONE	,	RELA	ATIONSHIP
	DVOIGIANI G	D DENTIST	TO BE C	ALLED IN AN E	MED	GENCY	
PHYSICIAN	ADDR			DICAL PLAN AN			TELEPHONE ( )
DENTIST	ADDR	ESS	ME	DICAL PLAN AN	D NU	MBER	TELEPHONE
IF PHYSICIAN CAN				N SHOULD BE 1 EXPLAIN:			

# NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY (CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE) NAME RELATIONSHIP TIME CHILD WILL BE PICKED UP SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE DATE OF ADMISSION LAST DATE OF ENROLLMENT

# CHILD'S PREADMISSION HEALTH HISTORY - PARENT/AUTHORIZED REPRESENTATIVE REPORT

CHILD'S NAME SEX			BIRTHDATE	BIRTHDATE		
PARENT / AUTHORIZED REPRESENTATIVE NAME			REPRESENTAT	DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?		
PARENT / AUTHORIZED REPRESENTATIVE NAME			REPRESENTAT	DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?		
IS / HAS CHILD PHYSICIAN?	BEEN UNDER RE	EGULAR SUPER\	VISION OF	DATE OF LAST MEDICAL EXAM		
DEVELOPMEN.	TAL HISTORY (	′*For infants and	preschool-ag	e children only)		
WALKED AT*		BEGAN TALKIN	G AT*	TOILET TRAININ	TOILET TRAINING STARTED AT*	
	MONTHS		MONTHS		_ MONTHS	
PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:						
	DATES		DATES		DATES	
☐ Chicken Pox		□ Diabetes		□ Poliomyelitis		
<ul><li>☐ Asthma</li><li>☐ Rheumatic</li></ul>		<ul><li>□ Epilepsy</li><li>□ Whooping</li></ul>		☐ Ten-Day Measles		
Fever  ☐ Hay Fever		Cough  Mumps		(Rubeola) □ Three-Day Measles (Rubella)		
SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS						
DOES CHILD HAVE FREQUENT HOW MANY IN LAST YEAR COLDS? I YES INO		AST YEAR?	LIST ANY ALLERGIE SHOULD BE AWARI			

DAILY ROUTINES ("For Inta	nts and preschool-ag	ge children only)			
WHAT TIME DOES CHILD GE- UP?*	TO BED?*	S CHILD GO	DOES CHILD SLEEP WELL?*		
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	WHEN?*			
DIET PATTERN: (What does child usually eat for	BREAKFAST	BREAKFAST			
these meals?)	LUNCH				
	DINNER				
WHAT ARE USUAL EATING HOURS?	BREAKFAST				
ricono.	LUNCH				
	DINNER				
ANY FOOD DISLIKES?		ANY EATING	PROBLEM	MS?	
IS CHILD TOILET TRAINED?* □ YES □ NO	IF YES, AT WHAT STAGE:*  ARE BOWEL MOVEMENTS WHAT IS REGULAR?*  DYES DNO  WHAT IS TIME?*			/HAT IS USUAL IME?*	
WORD USED FOR "BOWEL MO	WORD USED FO	R URINATI	ON*		
PARENT / AUTHORIZED REPRE	SENTATIVE <mark>EVALUAT</mark>	TION OF CHILD'S	HEALTH		
	IF YES, NAME OF DOCTOR:	DOES CHILD T PRESCRIBED MEDICATION(S DYES DNO	350		WHAT KIND NY SIDE TS:
DOES CHILD USE ANY SPECIAL DEVICE(S): PYES PNO	IF YES, WHAT KIND:	DOES CHILD US SPECIAL DEVICE HOME?		IF YES,	WHAT KIND:
PARENT/ AUTHORIZED REPRES	SENTATIVE EVALUATI	ION OF CHILD'S	PERSONA	LITY	

HOW DOES CHILD GET ALONG WITH PARENT / AUTHORIZED RI SISTERS AND OTHER CHILDREN?	EPRESENTATIVE, BROTHERS,
HAS THE CHILD HAD GROUP PLAY EXPERIENCES?	
DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEED	S? (EXPLAIN.)
WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?	
REASON FOR REQUESTING DAY CARE PLACEMENT	
PARENT/AUTHORIZED REPRESENTATIVE SIGNATURE	DATE

# **CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes**

AS THE PARENT OR AUTHORIZED REP	RESENTATIVE, I HEREBY GIVE CONSENT TO
First Presbyterian Preschool	TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
	/SICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR
	. THIS CARE MAY BE GIVEN UNDER
NAME	. This sale wat be given street
WHATEVER CONDITIONS ARE NECESSA	ARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.	
CHILD HAS THE FOLLOWING MEDICATION ALL	ERGIES:
DATE	PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE
HOME ADDRESS	
HOME PHONE	WORK PHONE

LIC 627 (9/08) (CONFIDENTIAL)

(DATE)

### **PERSONAL RIGHTS**

### **Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

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

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE

LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS: NAME Department of Social services Community care Licensing ADDRESS 3737 Main Street suite 700 AREA CODE/TELEPHONE NUMBER ZIP CODE CITY 92501 951 782-4200 Riverside ca **DETACH HERE** TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE: PLACE IN CHILD'S FILE Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment: ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to: (PRINT THE ADDRESS OF THE FACILITY) (PRINT THE NAME OF THE FACILITY) 869 North Euclid Ave Upland, Ca 91786 First Presbyterian Preschool (PRINT THE NAME OF THE CHILD) (SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

# CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

### **PARENTS' RIGHTS**

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

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

Licensing Office Name: Department of Social Services Community Care Licensing

Licensing Office Address: 3737 Main Street Suite 700 Riverside Ca 92501

Licensing Office Telephone #: 951 782- 4200

- 7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
- 8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

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

LIC 995 (9/08)	(Detach Here - Give Upper Portion to Parents)

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

I, the parent/authorized representative of			, have
received a copy of the "CHILD CARE CENTER NOTIFICATION OF CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.	PARENTS'	RIGHTS"	and the
First Presbyterian Preschool			
Name of Child Care Center	_		
Signature (Parent/Authorized Representative)	Date		
NOTE: This Acknowledgement must be kept in child's file and a copy of the N	otification gi	ven to	

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

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

# **IMPORTANT INFORMATION FOR PARENTS**

# CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and S afety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children <u>cannot by law be given an exemption that would allow them to own, live in or work in</u> a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- · The crime
- · What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- · Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <a href="http://ccld.ca.gov/contact.htm">http://ccld.ca.gov/contact.htm</a>.

PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION) PART A - PARENT'S CONSENT (TO BE COMPLETED BY PARENT) is being studied for readiness to enter , born \_ (NAME OF CHILD) (BIRTH DATE) . This Child Care Center/School provides a program which extends from \_\_\_\_ (NAME OF CHILD CARE CENTER/SCHOOL) a.m./p.m. to \_\_\_\_\_ a.m./p.m., \_\_\_\_\_ days a week. Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center. (SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE) (TODAY'S DATE) PART B - PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN) Problems of which you should be aware: Hearing: Allergies: medicine: Vision: Insect stings: Developmental: Food: Language/Speech: Asthma: Dental: Other (Include behavioral concerns): Comments/Explanations: MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.) DATE EACH DOSE WAS GIVEN VACCINE 1st 2nd 3rd 4th 5th POLIO (OPV OR IPV) (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS DTP/DTaP/ DT/Td AND DIPHTHÉRIA ONLY) (MEASLES, MUMPS, AND RUBELLA) (REQUIRED FOR CHILD CARE ONLY) (HAEMOPHILUS B) **HIB MENINGITIS HEPATITIS B** VARICELLA (CHICKENPOX) SCREENING OF TB RISK FACTORS (listing on reverse side) Risk factors not present; TB skin test not required. ☐ Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented). Communicable TB disease not present. I have have not reviewed the above information with the parent/guardian. Physician: Date of Physical Exam: Address: Date This Form Completed: Telephone: \_ Signature

### **RISK FACTORS FOR TB IN CHILDREN:**

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

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

LIC 701 (8/08) (Confidential) PAGE 2 of 2