

ENROLLMENT AND ADMISSION POLICY

Reason this policy is important:

To acquaint each new child and family with the environment, staff, and schedule for child care prior to the child's attendance, as well as to fill out required pre-enrollment papers, a meeting with the parent/legal guardian and child is needed. The health and safety of all children in care requires that information regarding each child be available immediately on a need-to-know basis. Prior written consent of the parent/guardian is required for the release of records/information (verbal or written) to any other service provider or caregiver.

Procedure and Practices, including responsible person(s): (Admissions Policy)

- _____ (Name of Facility) admits children age ___ to ___ without regard to race, culture, sex, religion, national origin, ancestry, or disability. The program will attempt to accommodate children with special needs, consistent with the requirements of the federal Americans with Disabilities (ADA) Act, as long as a safe, supportive environment can be provided for the child.
- During the initial visit, the parent/guardian will have a personal meeting with _____ (staff title/name) and a chance to review the "Family Handbook" and other written materials.
- When a parent/guardian states that a child has special needs, _____ (staff title/name) and the parent/guardian will meet to review the child's care requirements. To help facility staff better understand individual special needs, parents/guardians will be asked to complete a Special Care Plan, in conjunction with their child's health care provider(s) Emergency Information Form. If the program is unable to accommodate the child's needs, as defined by the child's health care provider(s) or the Individual Family Service Plan / Individual Education Plan, without posing an undue burden defined by the ADA, _____ (staff title/name) will work with the parent/guardian to find a suitable environment for their child.
- Every child admitted for care at this facility will be allowed to spend up to _____ hour(s) at the program with their parent/guardian before remaining in care on their own.

Enrollment:

The following forms will be completed and submitted to _____ (staff title/name) before any child's first day of attendance. All information in these forms will remain confidential and will be shared with other caregivers only as required to meet the needs of the child:

- 1) **Application for Child Care Services**—completed by parent/guardian.
- 2) **Child Health Assessment**—signed by the child's physician or certified registered nurse practitioner.
- 3) **Child Care Emergency Information**—signed by a parent/guardian for each child enrolled.
- 4) **Special Care Plan**—completed by a parent/guardian and health care provider(s) for any child with special needs. The parent/guardian may be asked to authorize release of information from providers of special services to help the facility coordinate the child's care.
- 5) **Consent for Child Care Program Activities**—completed by a parent/guardian.
- 6) **Child Care Agreement**—completed by a parent or legal guardian.
- 7) **Infant/toddler information form**—completed by parent of infants/toddlers.

All incomplete forms will be returned to the parent/guardian for completion prior to their child's first day. If upon review of a child's health record, it is found that a significant health service (vision, hearing, immunization, etc.) has not been done, _____ (staff title/name) will notify the parent/guardian. Health care referrals will be provided when requested. Six weeks or _____ will be given to obtain the required health services, before the child is excluded from the program.

Pre-admission enrollment information:

The file for each child will include the following:

- a) The child's name, address, sex, and date of birth;
- b) Full names of parents/legal guardians, their home and work addresses and all current phone numbers. These phone numbers will be confirmed by a call to each during facility hours of operation;
- c) Names, addresses and phone numbers of at least 2 other adults who may be contacted in the event that parents/guardians cannot be located. This information shall be confirmed as in b above;
- d) Names and phone numbers of the child's primary sources of medical, emergency and dental care;
- e) Names, phone and identification numbers for the child's health care payment resource;
- f) Written instructions of the parent/legal guardian and health care provider for any special health or dietary needs, or any other special instructions from the parent/guardian;

- g) Scheduled days and hours of attendance;
- h) In the event that one parent is the sole legal guardian of the child, legal documentation proving his/her sole custody and/or authority;
- i) Enrollment date and fee arrangements;
- j) Signed permission for facility staff to act on the parent/guardian's behalf for emergency treatment; Authorization to release the child to anyone other than their custodial parent.

Information in items A to E above shall be obtained in duplicate with original parent/legal guardian signatures on both copies. One copy shall be kept in the child's confidential record, and one copy shall be easily accessible to staff at all times. **All information shall be updated quarterly and as necessary.** A copy of emergency information will accompany the child on all off-site excursions.

Contents of Admission Agreement:

The file for each child will include an Admission Agreement signed by the parent/legal guardian at enrollment.

This agreement shall include the following:

- a) The facility Discipline Policy prohibiting corporal punishment and verbal abuse;
- b) The facility Open Door Policy that parents/guardians may visit the site at any time their child is in care and be admitted immediately;
- c) Written consents, signed and dated by the parent/guardian, for:
 - 1) Emergency transportation;
 - 2) Emergency treatment;
 - 3) All other transportation provided by the facility;
 - 4) Planned or unplanned activities off facility property. Such consents will give specifics about where, when and how such activities take place, including walking to/from the facility;
 - 5) Telephone or other authorization for release of the child to any non-custodial adult;
 - 6) Swimming/wading and other water activities, if the child will be participating;
 - 7) Any health service obtained for the child by the facility on behalf of the parent. Such consent will be specific for the type of care provided and cover on-site screenings or other services;
 - 8) Any release of information to agencies, schools, or other providers of services;
 - 9) Administration of medications (standing orders and short-term).
- d) Statement that the parent/guardian has received a copy of state child abuse reporting requirements.

When the policy applies: On the enrollment/admission of any child to the child care facility.

Communication plan for staff and parents:

Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment. Written notification will be given of any updates.

References:

- *Caring for Our Children* - <http://nrc.uchsc.edu/>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>

Reviewed by: _____ Director/Owner
 _____ Health Professional (physician, nurse, health department, EMS, Health consultant)
 _____ Staff member
 _____ Other (parent, advisory committee, police, CPS)

Effective Date and Review Date:

This policy is effective _____ (month/day/year) _____ and will be reviewed annually or as needed.