# **WHY CHOOSE MILESTONES?**

Milestones delivers to you:

- Exceptional teacher to child ratios
- The highest quality experiences for you and your child
- Over 30 years of experience in the child care field
- An impressive history of regional and national recognition and accolades
- Recently chosen as one of the top Northshore Childcare Centers
- Developmentally appropriate curriculum and practices
- Warm and inviting room environments
- Well trained, caring and enthusiastic teaching staff
- People who genuinely care about your child

### TAKE THE TIME TO COMPARE MILESTONES TO THE REST AND YOUR DECISION WILL BE EASY



### 414-964-5545 www.milestonesprograms.org







### WHAT WILL YOU DISCOVER IN MILESTONES' SCHOOL-AGE PROGRAMS?

Programs that encourage social and emotional development through a child centered approach. Friendly staff that bring out the best in your child. Environments that encourage the development of life skills, teamwork, respect, independence, and responsibility. Your child will develop friendships and memories that will last a lifetime. The convenience of Milestones being located in the schools offers the advantage of having strong working relationships with your child's teachers. Milestones also offers tutoring and homework helper programs.

#### STAFF THAT CONNECT WITH YOUR CHILD

The connection the staff will build with your child is paramount. You need to know that someone truly cares about your child's well-being; that someone is taking an interest in what they like and dislike, and what kind of a day they've had. Milestones staff are warm, nurturing, and knowledgeable of child development, but most of all committed to fostering the individual potential of each child.

#### A POSITIVE ENVIRONMENT

Our program rooms are enriched, child-centered environments arranged to accommodate the many needs and moods of their particular age group. Every room is well-equipped with several activity areas ranging from blocks and legos to arts and crafts to books. More importantly, a Milestones program room is a place where your child will be physically and emotionally secure. A place with positive role models and clear-cut expectations. A place where a child knows they are safe and welcome.

### FUN THINGS TO DO; WORTHWHILE THINGS TO DO!

A hands on approach to learning that is focused on the interests of the children. Thematic units, dramatic play, cooperative games, outdoor play, sensory experiences, science discoveries, puppet play, story time, neighborhood exploration, block construction, painting, drawing, music, and more.

#### INCOMPARABLE EXPERIENCE

Milestones definition of quality is based on years of practical time tested methods that embrace credible theories and best practices in education and child development.





### AND DON'T FORGET THAT ....

Milestones also offers the finest preschool, child care, summer day camp, homework support and other enrichment opportunities for children





### **OUR HISTORY**

Milestones Programs for Children is one of the oldest and most respected licensed child-care providers in Wisconsin, serving children 2 months to 13 years of age. Since its inception in 1979, Milestones has been at the forefront of School Age and Early Childhood programming. Our programs have been recognized by the National Association for the Education of Young Children and named among the top 10 in the country by "Child" magazine. Milestones' Administrative staff has a longstanding history of representation on state-wide boards in the Early Childhood and School Age fields.

### **OUR MISSION**

Milestones Programs for Children is a non-profit organization dedicated to providing the highest quality care and educational opportunities for children.

Milestones Programs for Children strives to be:

- A leader in the child-care field
- A provider of age-appropriate activities in a secure and stimulating environment
- A provider of creative and innovative programming

A model of training and on-going professional development for staff members A mutually supportive community made up of staff, volunteers and families A positive presence in the communities we serve

> For more information about Milestones Programs for Children:

### call (414)964-5545

or stop in at our administrative offices located at 2214 East Capitol Drive in Shorewood

> or check us out on the web www.milestonesprograms.org





### 2014-2015 RATE INFORMATION Lumen Christi

### TUITION RATE (K4 – 5th GRADE):

| BEFORE SCHOOL                   | PER DAY | AFTER SCHOOL                | PER DAY |  |
|---------------------------------|---------|-----------------------------|---------|--|
| 6:30 AM to SCHOOL<br>START TIME | \$9.50  | END OF SCHOOL<br>to 4:30 PM | \$9.50  |  |
|                                 |         | END OF SCHOOL<br>to 6:00 PM | \$15.00 |  |

\*Families who have two or more children registered in any Milestones program receive a 10% discount for the older child(ren)

### NO SCHOOL ALL DAY AND EARLY DISMISSAL PROGRAMS

All children enrolled in Milestones are eligible to participate in the program on days that there is no school and on days when there is an early dismissal, providing we offer and all-day/early dismissal program on that day. These days require advance registration and carry an additional fee.

| IF YOUR CHILD ATTENDS:  | ALL DAY CHARGE: |
|---|-----------------|
| After PM K4 - 5th Grade   | \$26.00         |
| If your child is <u>not</u> regularly scheduled for the day an all-day program is available | \$39.00         |

| IF YOUR CHILD ATTENDS:  | EARLY DISMISSAL CHARGE: |
|---|-------------------------|
| After PM K4 - 5th Grade   | \$10.50                 |
| If your child is <u>not</u> regularly scheduled for the day an all-day program is available | \$21.00                 |

Space is limited. We accept registrations for these days on a first-come, first-served basis. The all-day charge is non-refundable after registration has been accepted.

The charge is the same for each child registered on days when there is no school <u>regardless</u> of the amount of time spent in the program that day.

### WINTER AND SPRING BREAK PROGRAMS

There is no regular tuition charged for the Winter Break or Spring Break holiday weeks when there is no school. During these breaks, Milestones will provide special all day programs at some sites.

• These require special registration.

- The charge per day is \$39.00 per child.
- Reservations are accepted on a first-come, first-served basis.
- The per day charge will be billed in advance and is non-refundable. Information on all these special programs will be available at the sites, at the Administrative Office, and in monthly newsletters.

#### **BILLING OPTIONS**

- 1. <u>Every Two Weeks in Advance</u>: Parents receive a bill one week prior to the particular due date. Payment is due on the first Monday of each two week tuition period.
- 2. <u>Every Four Weeks in Advance</u>: Parents receive a bill one week prior to the particular due date. Payment is due on the first Monday of each four week tuition period.

\*Payment may be made by check, money order, or pre-authorized credit card (Master Card, Discover, & Visa) ONLY (*no cash please*).

### FINANCIAL ASSISTANCE SCHOLARSHIP PROGRAM

Milestones offers need-based partial scholarships for its School Age programs. This is a self-funded, self-administered program meant to find a way to bring Milestones to anyone who needs it.

To request scholarship information and materials please email: scholarships@milestonesprograms.org

## **DROP IN CARE PROGRAM**

Milestones offers care for those families needing it on an occasional or drop-in manner. This is possible, provided there is space available on the given day. The program works as follows:

### 1. COMPLETE ENROLLMENT MATERIALS AND PAY REGISTRATION FEE

At least one week prior to using this service Milestones must have on file:

- Completed and signed registration materials for each child participating
- Paid \$100.00 non-refundable administration and registration fee.

Only families who have completed this registration process will be allowed to participate in this program.

### 2. MAKE A REQUESTS FOR CARE NEEDED

- For Regular School Days:
- No requests will be accepted later than 4:00 PM prior to the day the care is needed.

### • For No School and Early dismissals

No requests will be accepted later than 10 days prior to the day care is needed.

The sooner you make the request, the better the chance you will have of reserving a spot. To make the request:

o Call: 414-964-5545 EXT 302

or

Email: RegSA@milestonesprograms.org

#### 3. E-MAIL CONFIRMATION

If the request is approved, Milestones will send an **E-mail Confirmation no later than 5:00PM** of the day prior to the care requested verifying that Milestones will be providing the care.

### **KEEP IN MIND-**

- Once the request has been approved, you will be billed whether you use the care or not. There are no credits or refunds.
- There is no guarantee that space will be available on <u>any</u> given day. Priority must always go to those who have weekly on-going schedules.

The fees for the Drop in Care Program are:

- \$31.00 per After School Day per child
- \$41.00 per Early Dismissal and ½ day K's per child
- \$51.00 per No School Day per child

10% Discounts for additional children in the same family

# Welcome To the Milestones Family!

My name is Cheryl Zagorski. I am the School Age Director. Your family's happiness is our number one goal here at Milestones. If you ever have any questions or concerns please feel free to contact me at 414-964-5545 or czagorski@milestonesprograms.org Thank you for choosing Milestones as your childcare provider.

# WHAT YOU CAN EXPECT FROM MILESTONES:

- Exceptional child to staff ratios that are far below state standards—at least two staff in every classroom at all times
- On-site Managers
- State Licensed Programs
- Highly trained, educated, caring staff
- Homework support everyday
- > Connections to the school district staff to align with district goals
- Developmentally appropriate, intentional curriculum philosophy and practice
- Support of student achievement
- Programs that encourage social emotional development
- > Warm, enriched classroom environments
- > Over thirty years of child care experience
- > Reliability- an exceptional record of providing care
- Rated by the North Shore community as one of the top child care providers in 2012
- A Director who has been serving on the State Affiliate board of the National Afterschool Association for over 14 years.
- An Administrative team with eighty five years of combined experience in the child care field
- Scholarship/Financial Assistance program
- Consistency of program through the school year and summer
- Strong connection to the community- A thirty five year history of serving families in the North Shore



### CHECKLIST FOR MILESTONES SCHOOL YEAR PROGRAMS

To register for any school year program you need to complete:

□ Milestones School Age Registration Form

- □ Health History and Emergency Care Plan
- □ SCHOOL AGE Registration Agreement
- □ Child's Requested Schedule
- Confidential Family/Child Information Sheet (REQUIRED)
- □ Child's Immunization Record

□ Processing Fee (\$45.00 for individual/\$60.00 for family) WAIVED IF RECEIVED BY MILESTONES BY AUGUST 12, 2014

> Questions? Please contact us at (414) 964-5545 or email us at <u>RegSA@milestonesprograms.org</u>

The completed materials may be mailed or dropped off at our administrative office located at:

2214 E Capitol Drive Milwaukee, WI 53211

Wisconsin State licensing laws require that each line in each section of the registration form for child care be filled out completely and accurately. Please help us to maintain our compliance with these regulations by double-checking your application(s) before you send them into our office.

### Please allow at least 5 business days for processing applications.

Thank you!

(Please type/print using black/blue ink)

### MILESTONES SCHOOL AGE REGISTRATION FORM – CHILD INFORMATION

| Child's Name:  | Age:   | Sex:   | Date of Birth:            |                              |  |  |  |
|--|--|--|---------------------------|------------------------------|--|--|--|
| Street Address:  | Child Resides Wi                                   | th:  |                           |                              |  |  |  |
| City/Zip:  | Requested Startin                                  | Requested Starting Date: Application Date:   |                           |                              |  |  |  |
| Child's School: Summer location requested:                                 | Fall location requested:                           | Fall location requested:Grade in 2014/2015 School Year: (circl<br>BB K4 K5 1 2 3 4 |                           |                              |  |  |  |
| Parent/Guardian:   | Employer or Address                                | during hours of Pr   | ogram operation           | Family Status<br>(check one) |  |  |  |
| Address:   | Name:  | Name:  |                           |                              |  |  |  |
| City/Zip:  | Address:   |  |                           | Married                      |  |  |  |
| Home Phone: Cell Phone:  | City/Zip:  |  |                           | Separated                    |  |  |  |
| E-mail:  | Day Time Phone:                                    | Day Time Phone: Occupation:  |                           |                              |  |  |  |
| Parent/Guardian:   | Employer or Address                                | during hours of Pr   | ogram operation           | Divorced                     |  |  |  |
| Address:   | Name:  | Name:  |                           |                              |  |  |  |
| City/Zip:  | Address:   | Address:   |                           |                              |  |  |  |
| Home Phone: Cell Phone:  | City/Zip:  | City/Zip:  |                           |                              |  |  |  |
| E-mail:  | Day Time Phone:                                    |  |                           |                              |  |  |  |
| Physician or medical facility:   | In addition to parents.<br>(Please indicate if 'NO | walk home  |                           |                              |  |  |  |
| Name:  | Name:  |  |                           |                              |  |  |  |
| Address:   | Address:   |  |                           |                              |  |  |  |
| City/Zip: Phone:   | City/Zip:  |  |                           |                              |  |  |  |
| Emergency contact: (A person who can be notified during program hours when | Home   |  |                           |                              |  |  |  |
| you are unavailable and who lives/works within 20 miles of the program.)   | Relationship to Child:                             | from the program at  |                           |                              |  |  |  |
| Name:  | - Name:  | (departure time)   |                           |                              |  |  |  |
| Address:   | - Address:   |  |                           |                              |  |  |  |
| City/Zip:<br>Phones:   | - City/Zip:  |  |                           | □ wait for                   |  |  |  |
| Home Work Cell   | Home   | Work   | Cell                      | authorized<br>pick up        |  |  |  |
| Relationship to child:   | Relationship to Child:                             |  |                           | -                            |  |  |  |
| I give permission for my child to be photographed                          | Billing Preference:                                |  | alra/in advanas           | adit aard/4 al-a             |  |  |  |
| For educational/news publicity purposes                                    | $\Box$ 4 weeks/in ad                               |  | eks/in advance  Cr        | edit card/4 weeks            |  |  |  |
| Signature of Parent/Guardian   | OR OFFICE USE ONLY                                 | Date:  |                           |                              |  |  |  |
| Processing Fee: Acceptance: Wait List Lett                                 | ter: Cancel l                                      | Date:  | First Date of Attendance: |                              |  |  |  |

### CHILD'S REQUESTED SCHEDULE

| Child's   | s Name  |                      |              |               |                       |                         |         |                |            |              |   |
|---|---|----------------------|--------------|---------------|-----------------------|-------------------------|---------|----------------|------------|--------------|---|
| Grade   | e in 2014   | 4-2015 S             | School Ye    | ar            | Prog                  | ram Locatior            | ו       |                |            |              |   |
|   |   |                      |              |               |                       |                         |         |                |            |              |   |
|   | My child will attend the following: (Please circle component(s) and days requested) |                      |              |               |                       |                         |         |                |            |              |   |
|   |   |                      |              | <u>Full D</u> | <u>ay K5 &amp; 1s</u> | t-5th Grade             | Progran | <u>ns</u>      |            |              |   |
| Before Full Day Kindergarten & 1st-5th Grade<br>(From 7:00 AM until the start of school)After Full Day Kindergarten & 1st-5th Grade<br>(From the end of school until 6:00 PM) |   |                      |              |               |                       |                         |         |                |            |              |   |
|   | М   | т                    | w            | Th            | F                     | м                       | т       | w              | Th         | F            |   |
| Additio   | onal info   | ormation             | :            |               |                       |                         |         |                |            |              |   |
|   |   |                      |              |               |                       |                         |         |                |            |              |   |
|   |   |                      |              |               |                       |                         |         |                |            |              |   |
|   |   |                      |              | <u>Hal</u>    | f Day Kind            | ergarten Pro            | ograms  |                |            |              |   |
|   |   | inderga              |              |               |                       | School Dism             |         | After AM K     |            |              |   |
|   | 7:00 AM ι   | intil the sta        | art of AM K) |               | of AM K until         | School Dismis           |         | (From the end  | of AM K ur | ntil 6:00 PN | * |
| Μ   | т   | W                    | Th           | F M           | т                     | W Th                    | F       | МТ             | W          | Th           | F |
|   |   |                      |              |               | (AFT                  | ER AM K IS N            | IOT AVA | LABLE AT P     | PARKWAY    | ")           |   |
| Additio   | onal info   | ormation             | :            |               |                       |                         |         |                |            |              |   |
|   |   |                      |              |               |                       |                         |         |                |            |              |   |
| Defer   |   | indorac              | rtop         |               |                       |                         | Kindorg | orton          |            |              |   |
|   |   | inderga<br>until the | start of PN  | /I K)         |                       | After PM<br>(From the e |         | I K until 6:00 | PM)        |              |   |
|   | М   | т                    | W            | Th            | F                     | м                       | т       | W              | Th         | F            |   |
| (BEFC   | RE PM   |                      |              | BLE AT PAI    | RKWAY)                |                         |         |                |            |              |   |
| Additio   | onal info   | ormation             | :            |               |                       |                         |         |                |            |              |   |
|   |   |                      |              |               |                       |                         |         |                |            |              |   |
|   |   |                      |              |               |                       |                         |         |                |            |              |   |

I understand what I have circled above constitutes my child's contracted schedule, and I am responsible for all fees related to it. Any changes to this schedule must be made in writing (email permissible) to and approved by Milestones Programs for Children.

### Milestones, Programs for Children Family Status/Child Information

| 1.  | Child's Legal Name:   |
|-----|---|
| 2.  | Child's Parents   |
| 3.  | Family Status (check all that apply):       Image: Single         Image: Married       Image: Single         Image: Divorced       Image: Widowed         Image: Separated       Image: Unmarried         Image: Remarried       Image: Separated         Image: Remarried       Image: Separated |
| 4.  | Name of Parent/Guardian with whom the child resides:  |
| 5.  | Guardian's relationship to child:   |
| 6.  | Are there any issues related to custody or authorized pick up? Yes No   |
| 7.  | Does the non-custodial parent have any court restrictions placed on his/her parental rights? Yes No   |
| 8.  | If yes, what are the restrictions?  |
| 9.  | Note:       These restrictions must be substantiated.         Please provide Milestones with a copy of the most current court order.         If the child lives with surrogate parents (relatives or friends), are the surrogate parents the legal guardians?   |
|     | If YES, substantiate by providing Milestones with a copy of the court order.  |
| 10. | The court order already on file in the Milestones' office is it still current. Yes No   |
| 11. | (Signature of Parent/Legal Guardian) (Date)   |
|     | Please see Milestones Policies and Procedures<br>Section VI for additional information/clarification  |

### SCHOOL YEAR PROGRAM 2014/15 REGISTRATION AGREEMENT

Milestones, Programs for Children

- 1. I understand that I am responsible for payment of contracted fees, paid in advance on the first Monday of each tuition period.
- 2. I understand that there is a \$7.00 charge for changes made to my child's schedule.
- 3. I understand that a \$25.00 late payment fee will be assessed for payments more than 10 days past due.
- 4. I agree to call my child's Milestones classroom **prior** to school dismissal time if for any reason my child will not be attending on a regularly scheduled day. I understand that there is \$10.00 "No Call/No Show" charge if my child is absent and I fail to properly inform Milestones of this absence and that chronic failure will result in my child's enrollment being terminated.
- 5. I understand that I must give two weeks written notice of withdrawal from the program.
- 6. I understand that if Milestones must provide lunch for my child, I am subject to a \$10.00 No Lunch Fee.
- 7. I understand that there are no pets in the classrooms.
- 8. I UNDE RSTAND T HAT I D O NO T RE CEIVE A DJUSTMENTS I N F EES F OR HO LIDAYS, NO S CHOOL DA YS, OR D AYS MISSED. In the event of illness, s chool vacation, inclement weather, closings, personal vacation, or other absences (such as scouts, music lessons, and other out-of-school activities) the School Age Program staff will be notified and I am responsible for my child and tuition payment.
- 9. I understand that a \$25.00 charge is assessed for each Non-Sufficient Funds (NSF) check.
- 10. I am aware of the program hours of operation (7:00 AM to 6:00 PM).
- 11. I understand that for each **minute** that my child stays past the program closing time of 6:00 PM. I will be assessed a \$2.00 per minute late pick up charge.
- 12. I und erstand t hat i f m y child is scheduled o nly un til **school dismissal time**, that f or each **minute** that my child stays past scheduled time of departure. I will be assessed a \$2.00 per minute late pick up charge.
- 13. I under stand t hat Milestones' responsibility for my c hild b egins at the time s/he arrives and signs in at the program site and continues until s/he signs out (if written permission to walk home has been received by the program staff) or is signed out by a parent or authorized person.
- 14. I give my child permission to participate in walks and transported field trips. I understand I will be given advance notice of all transported field trips. I understand alternative care will **not** be provided if I elect not to send my child on the field trip.
- 15. I give permission for my child to be escorted by Milestones personnel to a neighboring school for care if applicable.
- 16. I understand if my child has special needs, I must indicate them on the Health History/Emergency Care Plan. Doing so will aid the staff in providing the most positive and successful environment for my child.
- 17. I understand that if an illness or medical emergency arises, the School Age Program staff will try to contact me. If I cannot be reached and THE EMERGENCY IS SUCH THAT IMMEDIATE ATTENTION IS NECESSARY, THE STAFF HAS MY PERMISSION TO TAKE MY CHILD TO THE NEAREST HOSPITAL. THE HOSPITAL HAS MY PERMISSION TO GIVE MY CHILD IMMEDIATE MEDICAL CARE.
- 18. I understand that the Wisconsin Rules for Licensing Day Care Centers is available for my review.
  - I give my child permission to participate fully in this program.
  - I agree to adhere to all Milestones rules and policies including but not limited to the Milestones School Age Policies and Procedures and the Milestones School Age Parent Handbook.
  - I understand that failure to follow Milestones rules and policies is grounds for termination of enrollment.
  - NOTE: Registration Packet must be accompanied by the non-refundable Processing Fee of \$45.00 per child/\$60.00 per family (\$30.00 for continuing child/\$40.00 for continuing family)

Signature of parent/guardian

Date

### HEALTH HISTORY AND EMERGENCY CARE PLAN

**Use of form:** This form is required for family and group child care centers and day camps to comply with DCF 250.04(6)(a)1. and 250.07(6)(L)5., DCF 251.04(6)(a)6. and 251.07(6)(k)5., and DCF 252.44(6)(g) of the Wisconsin Administrative Codes. Failure to comply may result in issuance of a noncompliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** The parent / guardian should complete this form for placement in the child's file prior to the child's first day of attendance. Information contained on the form shall be shared with any person caring for the child. The department recommends that parents / guardians and center staff periodically review and update the information provided on this form.

| CHILD INFORMATION  |                               |   |                         |                      |                             |                     |  |  |
|--|-------------------------------|---|-------------------------|----------------------|-----------------------------|---------------------|--|--|
| Name (Last, First, MI)   | Address                       | ddress – Home (Street, City, State, Zip Code) |                         |                      |                             |                     |  |  |
| Telephone Number   | Birthdate                     | e (mm/dd/yyyy)                                |                         | Date – First Day o   | of Attenda                  | nce (mm/dd/yyyy)    |  |  |
| PARENT / GUARDIAN INFORMATION Provide information where the pa   | arent(s) / g                  | juardian(s) may be reached                    | while the child is in   | care.                |                             |                     |  |  |
| Name   | Telephone Number – Home       |   | Telephone Number – Work |                      | Telephone Number – Cellular |                     |  |  |
| Name   | Telephor                      | ne Number – Home                              | Telephone Number – Work |                      | Telephone Number – Cellular |                     |  |  |
| PHYSICIAN / MEDICAL FACILITY INFORMATION   |                               |   | I                       |                      |                             |                     |  |  |
| Name – Physician   | Address                       | <ul> <li>Medical Facility</li> </ul>          |                         |                      |                             | Telephone Number    |  |  |
| SUNSCREEN / INSECT REPELLENT AUTHORIZATION If provided by the authorizations shall be reviewed every 6 months and updated as necessary |                               |   |                         |                      |                             |                     |  |  |
| Yes No I authorize the center to apply sunscreen to my child.  |                               | Brand Name                                    |                         |                      | Ingredier                   | nt Strength         |  |  |
| Yes No I authorize the center to allow my child to self-apply sunsc  | reen.                         |   |                         |                      |                             |                     |  |  |
| Yes       No       I authorize the center to apply repellent to my child.       Brand Name       Ingr                                  |                               |   |                         |                      |                             | Ingredient Strength |  |  |
| Yes No I authorize the center to allow my child to self-apply repelled   | ent.                          |   |                         |                      |                             |                     |  |  |
| HEALTH HISTORY AND EMERGENCY CARE PLAN If available, attach a  | any health                    | care plan information from                    | the child's physiciar   | n, therapist, etc.   |                             |                     |  |  |
| 1. Check any special medical condition that your child may have.   |                               |   |                         |                      |                             |                     |  |  |
| No specific medical condition  |                               |   |                         |                      |                             |                     |  |  |
| Asthma Diabetes  |                               |   | •                       | rns including specia |                             | ••                  |  |  |
| Cerebral palsy / motor disorder Epilepsy / seizure   | disorder                      | Any disorder ir                               | ncluding Cognitively    | / Disabled, LD, ADI  | D, ADHD,                    | or Autism           |  |  |
| Other condition(s) requiring special care – Specify.   |                               |   |                         |                      |                             |                     |  |  |
|  |                               |   |                         |                      |                             |                     |  |  |
| _  |                               |   |                         |                      |                             |                     |  |  |
| Milk allergy. If a child is allergic to milk, attach a statement fron  | n the medi                    | cal professional indicating th                | ne acceptable alterr    | native.              |                             |                     |  |  |
| Food allergies – Specify food(s).  |                               |   |                         |                      |                             |                     |  |  |
| Non-food allergies – Specify.  | Non-food allergies – Specify. |   |                         |                      |                             |                     |  |  |
|  |                               |   |                         |                      |                             |                     |  |  |

3. Signs or symptoms to watch for – Specify.

4. Steps the child care provider should follow. If prescription or non-prescription medications are necessary, a copy of the form *Authorization to Administer Medication* should be attached to this form. Note: group child care centers and day camps may use their own form.

5. Identify any child care staff to whom you have given specialized training / instructions to help treat symptoms.

- a.
- h
- b.
- C.

6. When to call parents regarding symptoms or failure to respond to treatment.

7. When to consider that the condition requires emergency medical care or reassessment.

8. Additional information that may be helpful to the child care provider.

SIGNATURE – Parent or Guardian Date Signed (mm/dd/yyyy)

Review dates:

SIGNATURE - Parent, Guardian or Legal Custodian

Division of Public Health F-44192 (Rev. 09/08)

#### DAY CARE IMMUNIZATION RECORD

COMPLETE AND RETURN TO DAY CARE CENTER. State law requires all children in day care centers to present evidence of immunization against certain diseases within **30 school days (6 calendar weeks) of admission to the day care center.** These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the day care center. See "Waivers" below. If you have any questions on immunizations or how to complete this form, please contact your child's day care provider or your local health department.

|                                | PERSONAL DATA  |                  | Р   | LEASE PR           |                  |   |                      |                              |                              |  |
|--------------------------------|--|------------------|---|--------------------|------------------|---|----------------------|------------------------------|------------------------------|--|
| STEP 1                         | Child's Name(Last, First, Middle Init  | ial)             |   |                    |                  | Date of Birth (Month/Day/Year) Area Code/Telephone Number |                      |                              |                              |  |
|                                | Name of Parent/Guardian/Legal Custodian (Last, First, Middle Initial)         Address (Street, Apartment number, City, State)  |                  |   |                    |                  |   |                      |                              | Zip)                         |  |
| STEP 2                         | <b>IMMUNIZATION HISTORY</b><br>List the MONTH, DAY AND YEAR the child received each of the following immunizations. DO NOT USE A (4) OR ( <b>X</b> ) except to indicate whether the child has had chickenpox. If you do not have an immunization record for this child, contact your doctor or local public health department to obtain the records. |                  |   |                    |                  |   |                      |                              |                              |  |
|                                | TYPE OF VACCINE  |                  | First Dose<br>Month/Day/Year                | Second<br>Month/Da |                  | Third Dose<br>Month/Day/Year                              |                      | Fourth Dose<br>onth/Day/Year | Fifth Dose<br>Month/Day/Year |  |
|                                | Diphtheria-Tetanus-Pertussis<br>(Specify DTP, DTaP, or DT)   |                  |   |                    | <u> </u>         |   |                      | <b>,</b>                     |                              |  |
|                                | Polio  |                  |   |                    |                  |   |                      |                              |                              |  |
|                                | Hib (Haemophilus Influenzae Type   | B)               |   |                    |                  |   |                      |                              | 1                            |  |
|                                | Pneumococcal Conjugate Vaccine (   | PCV)             |   |                    |                  |   |                      |                              | -                            |  |
|                                | Hepatitis B  |                  |   |                    |                  |   |                      |                              | _                            |  |
|                                | Measles-Mumps-Rubella (MMR)  |                  |   |                    |                  |   |                      |                              |                              |  |
|                                | Varicella (chickenpox) vaccine<br>Vaccine is required only if the child<br>not had chickenpox disease.   | has              |   |                    |                  |   |                      |                              |                              |  |
|                                | Has the child had Varicella (chick   | (Va              | disease? Check th<br>accine is not required |                    | te box ar        | nd provide the yea  | r if kno             | own.                         |                              |  |
|                                |  |                  |   |                    |                  |   |                      |                              |                              |  |
| STEP 3                         | REQUIREMENTS   | <b>lired</b> imr | nunizations for the c                       | hild's age/gr      | ade at en        | try All children with                                     | nin the              | rance must mee               | et these                     |  |
| STEP 5                         | The following are the minimum <b>required</b> immunizations for the child's age/grade at entry. All children within the range must meet these requirements at day care entrance. Children who reach a new age/grade level while attending this day care must have their records updated with dates of additional required doses.                     |                  |   |                    |                  |   |                      |                              |                              |  |
|                                | AGE LEVELS<br>5 months through 15 months   | 2 070            | /DTaP/DT 2 I                                | Polio 2            | NUM<br>Hib       | BER OF DOSES<br>2 PCV 2 He                                | n P                  |                              |                              |  |
|                                | 16 months through 23 months  |                  |   |                    | Hib <sup>1</sup> | $3 \text{ PCV}^2$ 2 He                                    | •                    | 1 MMR <sup>3</sup>           |                              |  |
|                                | 2 years through 4 years  |                  |   |                    | Hib <sup>1</sup> | 3 PCV <sup>2</sup> 3 He                                   |                      | $1 \text{ MMR}^3$            | 1 Varicella                  |  |
|                                | At Kindergarten entrance   | 4 DTP            | /DTaP/DT <sup>4</sup> 4 I                   | Polio              |                  | 3 He  |                      | $2 \text{ MMR}^3$            | 2 Varicella                  |  |
|                                | If the child began the Hib series at 12-14 months of age, only 2 doses are required. If the child received one dose of Hib at 15 months of age or after, no additional doses are required. Minimum of one dose must be received after 12 months of age (Note: a dose 4 days or less before the first birthday is also acceptable).                   |                  |   |                    |                  |   |                      |                              |                              |  |
|                                | <sup>2</sup> If the child began the PCV series at 12-23 months of age, only 2 doses are required. If the child received the first dose of PCV at 24 months of age or after, no additional doses are required.  |                  |   |                    |                  |   |                      |                              |                              |  |
|                                | <sup>3</sup> MMR vaccine must have been rece   | eived on         | or after the first birth                    | nday (Note: a      | dose 4 d         | ays or less before t                                      | ne 1 <sup>st</sup> b | irthday is also a            | acceptable).                 |  |
|                                | <sup>4</sup> Children entering kindergarten must have received one dose after the 4 <sup>th</sup> birthday (either the 3 <sup>rd</sup> , 4 <sup>th</sup> or 5 <sup>th</sup> ) to be compliant (Note: a dose 4 days or less before the 4 <sup>th</sup> birthday is also acceptable).  |                  |   |                    |                  |   |                      |                              |                              |  |
| STEP 4                         | COMPLIANCE DATA AND WA   |                  | TS (sign at STEP 5                          | and return t       | his form         | to the day care co  | onter)               | OR                           |                              |  |
|                                | IF THE CHILD DOES NOT MEET A   |                  |   |                    |                  | -   |                      |                              | e center)                    |  |
|                                |  |                  | ,   |                    |                  |   |                      | ,                            | ,                            |  |
|                                | Although the child has not received. I understand that it is notify the day care center in wr  | s my res         | consibility to obtain t                     | the remaining      |                  |   |                      |                              |                              |  |
|                                | NOTE: Failure to stay on schedu fine of up to \$25.00 per day of vio   |                  | oort immunizations                          | to the day c       | are cent         | er may result in co                                       | ourt act             | tion against the             | e parents and a              |  |
|                                | For health reasons this child should not receive the following immunizations(List in STEP 2 any immunizations alre   |                  |   |                    |                  |   |                      | s already received)          |                              |  |
| Physician's Signature Required |  |                  |   |                    |                  |   |                      |                              |                              |  |
|                                | For religious reasons this child should not be immunized. (List in STEP 2 any immunizations already received)  |                  |   |                    |                  |   |                      |                              |                              |  |
|                                | For personal conviction reason   | s this ch        | ild should not be imr                       | munized. (Lis      | t in STEF        | 2 any immunizatio   | ns alrea             | ady received):               |                              |  |
|                                | SIGNATURE  |                  |   |                    |                  |   |                      |                              |                              |  |
| STEP 5                         | To the best of my knowledge this fo  | rm is cor        | nplete and accurate                         |                    |                  |   |                      |                              |                              |  |

Date Signed