



Parchment  
Early Learning Center  
AND SCHOOL AGE CHILDCARE



600 Edison Street  
Kalamazoo, MI 49004  
(269) 488.1360

**Welcome to Parchment Early Learning Center!** We appreciate your consideration of our center, and recognize the importance of the decision to place your child in someone else's care.

We offer the highest quality childcare & preschool with an appropriate academic emphasis. In our care, your children will receive the physical, social, emotional & intellectual support that they need for growth and development. They will also receive continuous love and acceptance from their teachers and caregivers.

At Parchment Early Learning Center, we are building the foundation for lifelong learning and academic success! We strive to teach values such as patience, responsibility, compassion for self and others, communication & teamwork.

Your children will be given endless opportunities to imagine and create! They will be encouraged in their efforts and their successes will be celebrated.

Thank you for the opportunity to partner with your family!

Sincerely,

Beth Scheele, Early Childhood Director  
Parchment Early Learning Center  
Parchment School District

## CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

<b>For Provider Use Only:</b>		Date of Admission	Date of Discharge
Name of Child (Last, First, Middle Initial)			Child's Date of Birth
Address (Number and Street, Building/Apartment Number)		City	State Zip Code
Parent/Legal Guardian's Name	Home Phone ( )	Parent/Legal Guardian's Name (Optional)	Home Phone ( )
Home Address (if not child's address)	Cell Phone ( )	Home Address (if not child's address)	Cell Phone ( )
City	State Zip Code	City	State Zip Code
Email Address (optional)		Email Address	
Employer Name	Work Phone ( )	Employer Name	Work Phone ( )
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ( )	
Hospital Preferred for Emergency Treatment (optional)			
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)			

BCAL-3731 (Rev. 6-17) Previous editions 4-16, 6-15 and 7-12 may be used until September 30, 2018.

See Reverse Side

**Emergency Contact & Release of Child:** List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	( )	( )
2.	( )	( )
3.	( )	( )

**Release of Child Only:** List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	( )	2.	( )
3.	( )	4.	( )

**Parent/Legal Guardian Initials:**

\_\_\_\_\_ I give permission to \_\_\_\_\_, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical for the above named minor child while in care.

**I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.**

Signature of Parent or Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

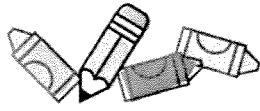
Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

LARA is an equal opportunity employer/program.

AUTHORITY: 1973 PA 116  
COMPLETION: Required  
PENALTY: Rule Violation

# Parchment Early Learning Center

AND SCHOOL AGE CHILDCARE



"These materials were developed under a grant awarded by the Michigan Department of Education."

Child's Name: \_\_\_\_\_

Please initial ALL that apply

\_\_\_\_\_ I verify that I received a written information packet containing information regarding:

- Criteria for admission and withdrawal
- Schedule of operation, denoting hours, days, and holidays that the center provides services to families
- Billing and fee policy
- Discipline policy
- Food service policy
- Program philosophy
- Typical daily routine
- Parent notification plan for accidents, injuries, incidents, illnesses
- Exclusion policy for child illnesses
- Notice of the availability of the center's licensing notebook

\_\_\_\_\_ I agree to provide all meals for our child in one of the following ways: purchasing through Chartwell's Food Service *or* packing and sending a lunch from home. If my student is in GSRP, I understand that breakfast and lunch are provided at no additional cost to me.

\_\_\_\_\_ I give permission for my GSRP student to ride the school bus daily (or as otherwise scheduled) from our pick up location to arrive at PELC at 8:10 AM or at 3:15 PM from PELC to our drop off location.

\_\_\_\_\_ I give permission for PELC staff to administer any topical, nonprescription medication to my child that is labeled with my child's name and that I have provided.

\_\_\_\_\_ I agree to allow PELC to use my child's photo or video in any of the following places: classroom or center wide books, albums, and newsletters, the website, Panther Press, and the Kalamazoo Gazette. I understand that photos or videos posted outside of the center will not have my child's name attached to them.

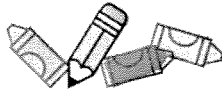
\_\_\_\_\_ I agree to allow our School Age child who is enrolled in PELC's Summer Camp to participate in swimming activities. My child is a \_\_\_\_\_ swimmer \_\_\_\_\_ non-swimmer.

\_\_\_\_\_ I understand that a door entry code will be activated for my family. I agree to keep the code confidential and not share it with others. The following 4 digits is my preferred entry code: \_ \_ \_ \_

Date: \_\_\_\_\_

Parent/Guardian printed name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_



### Childcare Schedule

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

(K-5 Students only) Elementary School: \_\_\_\_\_ Grade: \_\_\_\_\_

#### Childcare (Ages 1-4)

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off					
Pick up					

#### Before School (GSRP and K-5 students)

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off					
Students will go to school between 8:00-8:20					

#### After School (GSRP and K-5 students)

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Students will arrive at the center between 3:15-4:15 (Depending on the building they attend school)					
Pick up					

The Parchment School District is closed in some instances that the center is open. In addition to all regularly scheduled days, my child will be attending the following:

- Half days
- No school days
- School breaks (Winter break, Spring break, Summer break)
- Snow days

### Childcare Contract Agreement

I agree to send my child only when they are scheduled to attend and to call the office ahead of time if I need to add additional days or times. I agree to inform the office via phone or email for times that my child will not be in attendance.

I agree to pay for services as listed on the Pricing Sheet. I am aware of the weekly billing cycle and procedures as described in the Center Policies. I agree to pay for any charges incurred if my weekly payments are declined.

I understand that if my balance is not paid within one week of the due date, all services will be suspended until the balance is paid in full.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Tuition<sup>®</sup> Express

Automated Payment Processing  
Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

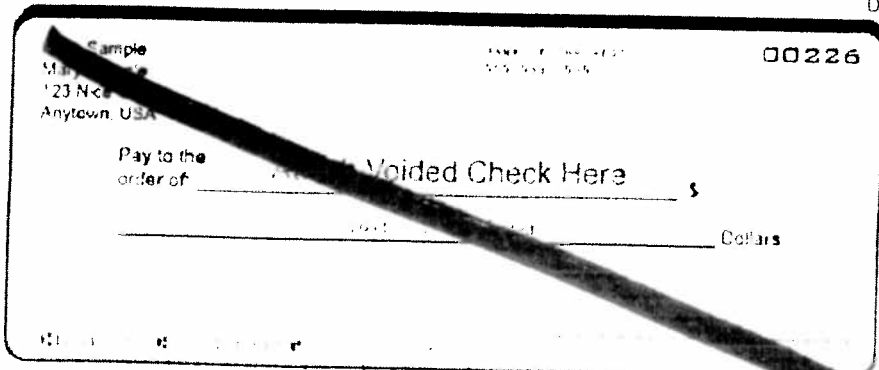
Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

#### SECTION B (Bank Account)

Your Name	Phone #
Address	City State Zip
Bank or Credit Union Name	Bank or Credit Union Address
Routing Transit Number (see sample below)	Account Number (see sample below) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Authorized Signature	Date

#### For Official Use Only

Date Received
Employee Signature



A service of



procure  
Software

<b>Parchment Early Learning Center</b>			
<i>Childcare Tuition Rates</i>			
<b>Explorers</b>	Full Day:	6:00-6:00	\$220/week
<i>12 mo - 29 mo</i>			\$50/day
	Half Day:	5 hrs or less	\$35/day
<b>Early Learners</b>	Full Day:	6:00-6:00	\$205/week
<i>2 1/2 yrs - 3 1/2 yrs</i>			\$45/day
	Half Day:	5 hrs or less	\$30/day
<b>Discovery Kids</b>	Full Day:	6:00-6:00	\$185/week
<i>3 1/2 yrs - 4 1/2 yrs</i>			\$40/day
	Half Day:	5 hrs or less	\$25/day
<b>Childcare</b>	Before School Care:	6:00-8:20	\$35/week
<i>GSRP and School Age</i>			\$7/day
	After School Care:	3:20-6:00	\$35/week
			\$7/day
	No School Days:	6:00-6:00	\$160/week
			\$35/day
	Half Day:	5 hrs or less	\$20/day

\***Registration Fee:** A \$25 fee will be applied for each new enrollee (\$50 family maximum)

\***Activity Fee:** A \$25 fee will be applied for every School Age child participating in Summer Camp

\***Multiple Child Discount:** A 10% discount will be given for the second child and after

\***Military Discount:** A 10% discount will be given to any former or active military members

\***Employee Discount:** A 10% discount will be given to any current Parchment School District employee

\***Referral Credit:** A \$25 credit will be applied when you refer a family that enrolls in our program

## HEALTH APPRAISAL

**Dear Parent or Guardian:** The following information is requested so that the school can work with the parent to meet the physical, intellectual and emotional needs of the child. Fill out the information requested in Section I. Section III may be certified by the transcription of information from the certificate of immunization. The remaining sections are to be completed by a doctor, nurse and dentist. **(BE SURE TO BRING YOUR CHILD'S IMMUNIZATION RECORDS TO THE EXAMINATION.)**

### PERSONAL

CHILD'S NAME (Last, First, Middle)		DATE OF BIRTH (mm/dd/yy)
ADDRESS (Number & Street)	(City)	(ZIP Code)
PARENT/GUARDIAN (Last, First, Middle)		TODAY'S DATE (mm/dd/yy)
ADDRESS (Number & Street)		HOME TELEPHONE NUMBER
PARENT/GUARDIAN (Last, First, Middle)		WORK TELEPHONE NUMBER

### SECTION I - HEALTH HISTORY

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> <th style="width: 10%; text-align: center;">Referred</th> <th style="width: 10%;"></th> <th style="width: 50%;"># Is your child having any of the problems listed below?</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>1 Allergies or Reactions (for example, food, medication or other)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>2 Hay Fever, Asthma, or Wheezing</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>3 Exzema or Frequent Skin Rashes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>4 Convulsions/Seizures</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>5 Heart Trouble</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>6 Diabetes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>7 Frequent Colds, Sore Throats, Earaches (4 or more per year)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>8 Trouble with Passing Urine or Bowel Movements</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>9 Shortness of Breath</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>10 Speech Problems</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>11 Menstrual Problems</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>12 Dental Problems: Date of Last Exam / /</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Other (please describe): _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Does your child take any medication(s) regularly?</td> </tr> <tr> <td colspan="6">Reason for Medication _____</td> </tr> <tr> <td colspan="6" style="text-align: right;">Parent/Guardian Signature _____ Date _____</td> </tr> </table>		Yes	No	Referred		# Is your child having any of the problems listed below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1 Allergies or Reactions (for example, food, medication or other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2 Hay Fever, Asthma, or Wheezing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3 Exzema or Frequent Skin Rashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4 Convulsions/Seizures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5 Heart Trouble	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6 Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		7 Frequent Colds, Sore Throats, Earaches (4 or more per year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		8 Trouble with Passing Urine or Bowel Movements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9 Shortness of Breath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10 Speech Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11 Menstrual Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12 Dental Problems: Date of Last Exam / /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Other (please describe): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Does your child take any medication(s) regularly?	Reason for Medication _____						Parent/Guardian Signature _____ Date _____						<p><b>Birth History:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Are there any current or past diagnosis(es) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>If yes, list medications:</p> <p>_____</p> <p>_____</p> <p>Was the health history reviewed by a health professional?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <b>Examiner's Initials:</b> _____</p>
	Yes	No	Referred		# Is your child having any of the problems listed below?																																																																																																		
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Reason for Medication _____																																																																																																							
Parent/Guardian Signature _____ Date _____																																																																																																							

### SECTION II - PHYSICAL EXAMINATION, INSPECTION, TESTS AND MEASUREMENTS

Required for Child Care and Head Start / Early Head Start

#### Tests and Measurements

NO	YES	Was child tested for:	Test results:	Normal	Referred	Under Care	NO	YES	Was child tested for:	Test results:	Normal	Referred	Under Care
<input type="checkbox"/>	<input type="checkbox"/>	VISION	Visual Acuity				<input type="checkbox"/>	<input type="checkbox"/>	HEIGHT & WEIGHT	Height			
		Date: / /	Muscle Imbalance						Other:	Weight			
<input type="checkbox"/>	<input type="checkbox"/>	HEARING	Audiometer				<input type="checkbox"/>	<input type="checkbox"/>	HEMOGLOBIN / HEMATOCRIT	Other			
		Date: / /	Other:				<input type="checkbox"/>	<input type="checkbox"/>	BLOOD PRESSURE	Reading: _____			
<input type="checkbox"/>	<input type="checkbox"/>	URINALYSIS	Sugar				<input type="checkbox"/>	<input type="checkbox"/>	TUBERCULIN	Type: _____			
		Date: / /	Albumin				<input type="checkbox"/>	<input type="checkbox"/>	Date: / /	Neg.: <input type="checkbox"/> Pos.: <input type="checkbox"/> _____ mm			
<input type="checkbox"/>	<input type="checkbox"/>	BLOOD LEAD LEVEL	Level _____ ug/dl				<b>NOTE:</b> Blood lead level required for all children enrolled in Medicaid must be tested at one and two years of age, or once between three and six years of age if not previously tested. All children under age six living in high-risk areas should be tested at the same intervals as listed above.						

Essential Findings Deviating from Normal:

Examinations and/or Inspections

**SECTION III - IMMUNIZATIONS**

Statements such as "UP TO DATE" or "COMPLETE" will not be accepted. Admission to school may be denied on the basis of this information.\*

VACCINES (Circle Type)	DATE ADMINISTERED MM/DD/YYYY		VACCINES (Circle Type)	DATE ADMINISTERED MM/DD/YYYY	
Hepatitis B (Hep B)	1	3	Hepatitis A (Hep A)	1	2
	2			2	
DTaP/DTP/DT/Td	1	4	Influenza TIV/LAIV	1	3
	2	5		2	4
	3	6	Meningococcal MCV4 / MPSV4	1	2
Tdap	1		Human Papillomavirus (HVP4/HPV2)	1	2
Haemophilus Influenzae type b (HIB)	1	3		2	3
Polio - IPV / OPV	1	3	OTHER Vaccines Specify Date & Type	Type of Vaccine(s)	Date of Vaccine(s)
	2	4		1	
Pneumococcal Conjugate (PCV7/PCV13)	1	3		2	
Rotavirus (RV1/RV5)	1	3	3		
	2		Indicate and attach physician diagnosis or laboratory evidence of immunity as applicable		
Measles, Mumps, Rubella (MMR)	1	2	*NOTE: According to Public Act 368 of 1978, any child enrolling in a Michigan school for the first time must be adequately immunized, vision tested and hearing tested. Exemptions to these requirements are granted for medical, religious and other objections, provided that the waiver forms are properly prepared, signed and delivered to school administrators. Forms for these exemptions are available at your child's school or local health department.		
	2				
Varicella (Chickenpox)	1	2	Parent/Guardian refused immunizations: <input type="checkbox"/>		
History of Chickenpox Disease? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date: _____					
I certify that the immunization dates are true to the best of my knowledge					
_____ Health Professional's Signature			_____ Title		____/____/____ Date

**SECTION IV - RECOMMENDATIONS**

(Required for Child Care and Head Start/Early Head Start)

No	Yes	
<input type="checkbox"/>	<input type="checkbox"/>	Is there any defect of vision, hearing or other condition for which the school could help by seating or other actions? If yes, please explain:
<input type="checkbox"/>	<input type="checkbox"/>	Should the child's activity be restricted because of any physical defect or illness? If yes, check and explain degree of restriction(s): <input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Gymnasium <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Competitive Sports <input type="checkbox"/> Other
Other Recommendations		

**SECTION V - DENTAL EXAMINATION AND RECOMMENDATIONS (OPTIONAL)**

I have examined \_\_\_\_\_ child's name \_\_\_\_\_'s teeth. As a result of this examination, my recommendation for treatment is: \_\_\_\_\_

\_\_\_\_\_ Dentist's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PHYSICIAN'S SIGNATURE**

\_\_\_\_\_ Examiner's Signature \_\_\_\_\_ Date \_\_\_\_\_ Examiner's Name (Print or Type) \_\_\_\_\_ Degree or License \_\_\_\_\_

\_\_\_\_\_ Number & Street \_\_\_\_\_ City \_\_\_\_\_ MI \_\_\_\_\_ ZIP Code \_\_\_\_\_ Telephone \_\_\_\_\_

Information required for:

**Early On** - Hearing and Vision Status; Diagnosis; Health Status

**Child Care Licensing** - Physical Exam, Restrictions, Immunizations

**Head Start/Early Head Start** - Determination that child is up-to-date on a schedule of age-appropriate preventive and primary health care, including medical, dental, and mental health. The schedule must incorporate the schedule of well-child care required by EPSDT and the latest immunizations schedule recommended by the Centers for Disease Control and Prevention, State, tribal, and local authorities. An EPSDT well-child exam includes height, weight, and blood tests for anemia and regular intervals based on age.

Developed in Cooperation with the Departments of Human Services, Education, Community Health, Michigan American Association of Pediatrics, Early Childhood Investment Corporation, Child Care Licensing, Head Start, Michigan State Medical Society, Michigan Association of Osteopathic Physicians and Surgeons.



# Parchment Early Learning Center

AND SCHOOL AGE CHILDCARE



## Health Statement Form

**\*\*To be completed for school age children ONLY\*\***

\_\_\_\_\_  
(Name of Student – Please Print)

is in good health with up-to-date immunizations on file with the office of the Parchment Community School my child attends.

I understand my child's immunization must always be current and up-to-date.

Please Note any allergies, health concerns, and restrictions the Parchment Childcare Center staff should be aware of:

ALLERGIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HEALTH CONDITIONS/CONCERNS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTIVITY RESTRICTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

This form is required by the State of Michigan for Childcare licensing purposes.

Return this completed form to: (insert institution's name, address & telephone number)

### Child Enrollment Form

**Instructions:**

1. List full name of children enrolled in care
2. Circle the typical days each child is in care
3. List times each child is in care
4. Circle the meals and snacks each child typically receives while in care
5. Select the ethnicity of each child using the following codes: H = Hispanic or Latino, N = Not Hispanic or Latino\*
6. Select one or more racial designations of each child using the following codes: A/I = American Indian or Alaskan Native, A = Asian, B = Black or African American, H/PI = Native Hawaiian or Pacific Islander, W = White\*
7. Sign and date the form and return to your child care center

Child's First and Last Name	Typical Days in Care (circle all that apply)	List Times in Care	Meals/Snacks Received (circle all that apply)	Ethnicity	Race
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		

\* This information is voluntary. This will assist us in assuring the Child and Adult Care Food Program is administered in a nondiscriminatory manner.

Parent Address \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Parent Phone Number \_\_\_\_\_

Date \_\_\_\_\_

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.





## Child Care Meal Pattern

### Lunch or Supper

Select All Four Components for a Reimbursable Meal

Food Components	Ages 1-2	Ages 3-5	Ages 6-12 <sup>1</sup>
<b>1 milk<sup>2</sup></b> fluid milk	1/2 cup	3/4 cup	1 cup
<b>2 fruits/vegetables</b> juice, <sup>3</sup> fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
<b>1 grains/bread<sup>4</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>5</sup> or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds <sup>6</sup> or yogurt <sup>7</sup>	1 oz. 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 1/2 oz. 4 oz.	1½oz. 1½ oz. 1½ oz. 3/4 3/8 cup 3 Tbsp. 3/4 oz. 6 oz.	2 oz. 2 oz. 2 oz. 1 1/2 cup 4 Tbsp. 1 oz. 8 oz.

## Child Care Meal Pattern

### Breakfast

Select All Three Components for a Reimbursable Meal

Food Components	Ages 1-2	Ages 3-5	Ages 6-12 <sup>1</sup>
<b>1 milk<sup>2</sup></b> fluid milk	1/2 cup	3/4 cup	1 cup
<b>1 fruit/vegetable</b> juice, <sup>3</sup> fruit and/or vegetable	1/4 cup	1/2 cup	1/2 cup
<b>1 grains/bread<sup>4</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup

## Child Care Meal Pattern

### Snack

Select Two of the Four Components for a Reimbursable Snack

<b>Food Components</b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12<sup>1</sup></b>
<b>1 milk<sup>2</sup></b> fluid milk	1/2 cup	1/2 cup	1 cup
<b>1 fruit/vegetable</b> juice, <sup>3</sup> fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
<b>1 grains/bread<sup>4</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>5</sup> or alternate protein product or cheese or egg <sup>6</sup> or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt <sup>7</sup>	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1 oz. 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 1 oz. 4 oz.

<sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

<sup>2</sup> Milk served must be low-fat (1%) or non-fat (skim) for children ages 2 years and older and adults.

<sup>3</sup> Fruit or vegetable juice must be full-strength.

<sup>4</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

<sup>5</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish.

<sup>6</sup> One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

<sup>7</sup> Yogurt may be plain or flavored, unsweetened or sweetened.