DAYCARE PRESCHOOL

jccchicago.org/earlychildhood

Dear 2019 Families,

We are so excited to have you as part of our JCC family during the 2019-2020 school year! We look forward to a wonderful year of working with you and your children.

We are pleased to offer you easy access to all enrollment forms through the internet. Each year we ask that each family complete all the forms to enable our staff to best meet the needs of each individual child while also satisfying the requirements of the Illinois Department of Children and Family Services. Please visit our website at **jccchicago.org** to conveniently find all of the **REQUIRED** enrollment forms. You have two options to complete the forms:

- 1. Complete them electronically using Acrobat Reader and print them out.
- 2. Print them out and complete them by hand.

It is critical that you complete all of the forms listed below prior to the beginning of our school year. All of the forms help us provide your child with the best possible individual educational experience.

The following forms are included:

- 1. Family Profile Form (two parts)
- 2. DCFS Medical Form (requires physician signature)
- 3. Program Permission Form
- 4. Authorization for Pick-Up Form
- 5. Receipt and Agreement to Policies Form
- 6. Insurance Form
- 7. Preferred E-mail Form
- 8. Friendship Request Form (optional)
- 9. Waiver for the Distribution of Medicine Form (optional)
- 10. Waiver for the Distribution of Sunscreen and Insect Repellent Form (optional)
- 11. Emergency Card (2) included electronically

You will also find these guidelines and policies online for your perusal at jccchicago.org/earlychildhood:

- 1. Early Childhood Parent Guide
- 2. Early Childhood Code of Honor
- Illinois Department of Children and Family Services Summary of Licensing for Day Care Centers
- 4. Late Pick Up Policy

The Illinois Department of Children and Family Services has mandated that early childhood centers obtain a certified copy of each enrolled child's birth certificate or equivalent documentation. This regulation has been put in place to satisfy the Missing Children Records Act and is a required piece of documentation that must be supplied to your site.

Our guidelines require that we have an accurate medical history and an up-to-date record of immunizations on file, including a TB and Lead Screening test. For children first entering our program, a TB test and medical examination must be done no sooner than six months before starting. The medical examination must be updated yearly by your child's physician.

If you are unable to access the forms electronically, please contact your early childhood Director immediately. **All completed forms must be received by August 1, 2019.** Forms may be returned to:

- JCC EC location, c/o Director, Address, City, IL Zip Code (EC contact information may be found on the following page)
- You may also choose to scan or email your completed forms.

If you should have any questions about this process, please contact the director at your location.

We understand that choosing your child's school experience is an important decision. Therefore, we thank you for choosing JCC Early Childhood. We look forward to creating wonderful new memories with your family. Together, we will celebrate your child's milestones.

FLORENCE G. HELLER JCC 524 W. Melrose Street Chicago, IL 60657 773.938.8346

BERNARD HORWICH JCC 3003 W. Touhy Avenue Chicago, IL 60645 773.516.5882

JCC AT AM SHALOM 840 Vernon Avenue Glencoe, IL 60022 847.835.0008

BERNARD WEINGER JCC 300 Revere Drive Northbrook ,IL 60062 224.406.9229

JCC "Z" FRANK APACHI 3050 Woodridge Lane Northbrook, IL 60062 847.272.8707

JACOB DUMAN ECC AT LAKE COUNTY JCC 23280 N. Old McHenry Rd. Lake Zurich, IL 60047 847.901.0620



Enrollment Forms Completion

We're very happy to offer our enrollment forms electronically. You have two options:

- 1. Complete the forms electronically using Adobe® Acrobat Reader and print them out. If you do not have Acrobat Reader, please download it free from the Adobe website. Usage of other PDF readers may result in incomplete forms.
- 2. Print the forms out and complete them by hand.

Completing the enrollment forms is mandatory.

The advantage to completing them electronically is that if you have more than one child, you will be able to complete all of the forms once. Then you can save the file with a new name and replace only the information specific to each child.

If you choose to complete them electronically, please follow these steps.

- 1. Open and save the PDF file on your computer. Put it in a place where you'll find it perhaps on your Desktop or in your Documents folder. Once the file has been saved, close it.
- Now go to that file on your computer and open it by double-clicking on it.
 DO NOT open the file from the web site and edit it before you have saved it in a specific location (that you can find again) on your hard drive.
- 3. It is imperative that you save the PDF first. To complete the forms, open the PDF from your hard drive, not your email, and begin.

Some tips to help you complete these forms.

- Check (or click) **Highlight Fields** (at the top of the document on the right in Acrobat). It isn't required for you to fill out the forms, but it will help you see where to place your cursor.
- Where you are given more than one line to enter text, you will need to hit the TAB button to go to the next line.
- Please note that the State Forms (Medical and Lead Testing) cannot be completed electronically but are included in your PDF for when you print out the packet.

NOTE State Guidelines require a manual signature. If you complete your forms electronically, you must print them, sign them and mail/bring them to your Center. An electronic signature is not sufficient.



DAYCARE | PRESCHOOL

For Office Use Only
Date Entered Program
Site
Date Exited Program

Please complete this fo	rm in its entirety	·.		Date Cor	mpleted	
CHILD	,					
Child's Name			Nickname		Date of Bi	rth
Gender at birth OM OF						
Child's Class						
Address			-			
Home Phone			-		•	
School to attend upon Kin						
Who has legal custody of o						
Any restrictions? (Please p	rovide legal docum	nentation)				
○ Parent ○ Guardian						
Name						
Age Education						
Health issues that you feel			-		important for u	
Occupation			Occupation			
Business Name			·	e		
Business Phone			Business Phon	e		
Business Address						
Work Days/Hours O M	T O	O W			_ O T C	
O ThO F	O Sa	O Su	O Th	O F	O Sa	O Su
Do you travel for business?	? O Yes O No		Do you travel f	or business? O	Yes O No	
How Often?			How Often? _			
Cell Phone			Cell Phone			
Pager Number			Pager Number	-		
YOUR FAMILY						
Marital Status of Parents	O Married/Date	9	_ O Widowed/Date _	O	Single	
	O Separated/Da	ate	O Divorced/Date_		Other	
Other Children in Family						
· ·	of Birth I	Resides With	Health	School	Grade	Gender
						ом о
						OM O
						O M O
						OM O



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Print Name

Parent/Guardian Signature

FAMILY PROFILE FORM - ANNUAL UPDATE	E PART TWO
Has your child experienced any of the following? Plea	ase check and list dates.
	o Change in caregiver
	O Death in Family
O Parent Work Hours	O Loss of Pet
O New Baby	O Other Loss
O Serious Illness	O Hospitalization
O Operation	O Accident
O Serious Injury	o Other
O Parent Attending School	
What was child told about family changes?	
How did they react?	
GENERAL HEALTH	
Child's Physician	Phone
Child's Dentist	Phone
Hospital Affiliation	
Were or are there any physical or medical factors of v	which we should be aware? If yes, please describe. (Required)
Yes No	Yes No
O O Allergies	O O Coordination
O O Vision	O O Food Restrictions
O O Hearing	O O Diarrhea
O O Eating Difficulties	O O Seizures
O O Constipation	O O Ear infections How often?Fluid? O Yes O No
Does your child use adaptive equipment, medical or	health equipment (tubes, glasses)? • Yes • No
Does your child take medication regularly? •• Yes ••	No Please describe
Any special instructions?	
OTHER	
Are there any other aspects of your child's developm	ment that are of concern to you?
What are your goals for your child this year?	
	vide?
Because we believe that early identification and inter	vention is key to long-term developmental growth and success, please answer
the following question in an effort to share as much in	nformation as possible about your child's unique learning profile.
Does your child currently receive outside professi	onal therapies such as: Speech, occupational, developmental, physical,
Early Intervention, etc.? If so, please explain.	
PARENT/GUARDIAN SIGNATURE	
Omission and/or falsification of any information requ	uired in this profile is grounds for immediate dismissal from the program.

Date



State of Illinois Certificate of Child Health Examination

FOR USE IN DCFS LICENSED CHILD CARE FACILITIES
CFS 600
Rev 2/2013

Student's Name								Birth D	ate		Sex	Race	/Ethnic	ity	Scho	ol /Gra	de Leve	l/ID#
Last	First				Mide	lle		Month/Da	ay/Year									
Address Street City Zip Code]	Parent/Gua	rdian		Telep	hone # H	ome			Work		
IMMUNIZATIONS: determine if the vaccine attached explaining the	was give	n <i>after</i> i	the min	imum in	terval o	r age. If												be
Vaccine / Dose	M	1 O DA Y	R	M	2 IO DAY	/R	N	3 IO DA Y	'R	N	4 10 DA YI	R	M	5 IO DA Y	R	N	6 MO DA	YR
DTP or DTaP																		
Tdap; Td or Pediatric DT (Check specific type)	□Tda	p□Tdl	⊐DT	□Tda	ap□Td	□DT	□Tda	ap□Tdl	□DT	□Td	ap□Td□	□DT	□Tda	ap□Tdl	□DT	□Tda	ap□Td	□DT
Polio (Check specific type)		PV 🗆	OPV		PV 🗆	OPV		PV 🗆	OPV		PV 🗆 (OPV		PV 🗆	OPV		PV 🗆	OPV
Hib Haemophilus influenza type b																		
Hepatitis B (HB)																		
Varicella (Chickenpox)										CON	MMEN	ΓS:						
MMR Combined Measles Mumps. Rubella																		
Single Auticen	N	Aeasles	S	J	Rubell	a]	Mumps	S									
Single Antigen Vaccines																		
Pneumococcal Conjugate																		
Other/Specify Meningococcal,																		
Hepatitis A, HPV, Influenza																		
Health care provider (Note to the above immunization) verify	ing abo	ve immu	nizatio	n histor	y must	sign be	low. If	adding	dates
Signature			, r).			-(-)	- 3 11	Tit	le					Dat	te			
Signature								Tit	le_					Dat	:e			
ALTERNATIVE PR	OOF C	F IMI	MUNI	ГΥ														
1. Clinical diagnosis is a	acceptab	ole if ve	rified b	y physic	cian.	*(Al	l measle	s cases di	agnosed	on or afte	er July 1, 2	002, mu	st be con	firmed by	laborato	ory evide	nce.)	
*MEASLES (Rubeola)				PS MO				LA mo			Physicia		,		00			
2. History of varicella (Person signing below is veri																umentatio	on of dise	ase.
Date of Disease			Signatu	ıre					Title						Date			
3. Laboratory confirma Lab Results	ntion (ch	eck one	e) □ M	Ieasles Date		lMump da yr		Rubel	la	□Hep	atitis B		Varico Attach o	ella copy of l	ab resu	lt)		
		_	_		_		_			_		•	_					

	VISION AND HEARING SCREENING BY IDPH CERTIFIED SCREENING TECHNICIAN																		
Date																			Code:
Age/ Grade																			P = Pass
	R	L	R	L	R	L	R	L	R	L	R	L	R	L	R	L	R	L	F = Fail U = Unable to test
Vision																			R = Referred G/C =
Hearing																			Glasses/Contacts

Lact	Fire			Birt! Middle	h Date Month/Day/ Year	Sex	School		Gı 	rade Level/ ID
Last HEALTH HISTORY	First TO F		ETED	AND SIGNED BY PARENT/GUA		ED BY HE.	ALTH CAR	E PRO	VIDER	
ALLERGIES (Food, drug, inse	ect, other)				MEDICATION (List all	prescribed or t	aken on a regula	r basis.)		
Diagnosis of asthma?		Yes	No	T	Loss of function of one	of paired	Yes	No		
Child wakes during night co	oughing?	Yes	No		organs? (eye/ear/kidney					
Birth defects?		Yes	No		Hospitalizations? When? What for?		Yes	No		
Developmental delay?		Yes	No							
Blood disorders? Hemophil Sickle Cell, Other? Explain		Yes	No		Surgery? (List all.) When? What for?		Yes	No		
Diabetes?		Yes	No		Serious injury or illness		Yes	No	172	
Head injury/Concussion/Pa		Yes	No		TB skin test positive (p	. /			*If yes, refer to department.	o local health
Seizures? What are they lik		Yes	No		TB disease (past or pres		Yes*	No		
Heart problem/Shortness of		Yes	No		Tobacco use (type, freq	[uency)?	Yes	No		
Heart murmur/High blood p		Yes Yes	No No	 	Alcohol/Drug use? Family history of sudde	dooth	Yes Yes	No No		
Dizziness or chest pain with exercise?					before age 50? (Cause)	?)				
Eye/Vision problems? Other concerns? (crossed ey	Glass	ses Conta	cts 🗆	Last exam by eye doctor	Dental □ Braces	□ • Bridg	ge □•Plat	e Othe	r	
Ear/Hearing problems?	<u>c, aroop</u>	Yes	No		Information may be shared	with appropri	iate personnel t	for health	and educational	purposes.
Bone/Joint problem/injury/s	scoliosis?	Yes	No		Parent/Guardian Signature				Date	
	TON				Ü				Ducc	
PHYSICAL EXAMINATED CIRCUMFERENCE			MEN	NTS Entire section below to HEIGHT	o be completed by N WEIGHT	MD/DU/A	APN/PA BMI		B/P	
DIABETES SCREENING	(NOT REQ	UIRED FOR D	DAY CA	are) BMI>85% age/sex Yes□	No□ And any tv	wo of the fo	ollowing: F	amily I	History Yes	□ No □
Ethnic Minority Yes□ No	o ☐ Sign	s of Insulin	Resist	tance (hypertension, dyslipidemia, pol	lycystic ovarian syndrome,	acanthosis n	nigricans) Yes	□ No	☐ At Risk	Yes □ No □
				ren age 6 months through 6 years en	nrolled in licensed or p	ublic schoo	ol operated d	ay care,	, preschool, r	nursery school
and/or kindergarten. (Biood Ouestionnaire Administer	•			Chicago or high risk zip code.) od Test Indicated? Yes □ No □	Blood Test Da	ate	F	Result		
•				nildren in high-risk groups including chi					tions, frequent	travel to or born
in high prevalence countries or t	those expos	ed to adults in	n high-ri	risk categories. See CDC guidelines.	No test needed \square		erformed 🗆			
Skin Test: Date Rea Blood Test: Date Rep		/ /		Result: Positive □ Negative □ Result: Positive □ Negative □			_			
LAB TESTS (Recommended)		Date	一	Results	v and		D	ate	T F	Results
Hemoglobin or Hematocrit			\dashv	Results	Sickle Cell (when in	dicated)	+ -	aic	+ -	Courts
Urinalysis			\dashv		Developmental Scree				+	
SYSTEM REVIEW	Normal	Comments/	Follov	w-up/Needs		Normal C	Comments/F	ollow-	up/Needs	
Skin				•	Endocrine					
Ears					Gastrointestinal					
Eyes				Amblyopia Yes□ No□	Genito-Urinary				LMP	
Nose					Neurological					
Throat					Musculoskeletal					
Mouth/Dental					Spinal Exam				_	
Cardiovascular/HTN					Nutritional status					
Respiratory				☐ Diagnosis of Asthma	Mental Health					
Currently Prescribed ☐ Quick-relief ☐ Controller m	medicatio	on (e.g. Shor	rt Actir	ing Beta Agonist)	Other					
	□ Controller medication (e.g. inhaled corticosteroid) NEEDS/MODIFICATIONS required in the school setting DIETARY Needs/Restrictions									
SPECIAL INSTRUCTIO	NS/DEVI	CES e.g. saf	fety gla	asses, glass eye, chest protector for arrhy		etic device, d	lental bridge,	false teet	th, athletic supp	oort/cup
MENTAL HEALTH/OTH If you would like to discuss this			_	the school should know about this stude school health personnel, check title:	ent?	☐ Counse	elor 🗆 Prir	ncipal		
EMERGENCY ACTION		hile at school		child's health condition (e.g. ,seizures,		peanut allerg	gy, bleeding p	roblem,	diabetes, heart	problem)?
On the basis of the examination PHYSICAL EDUCATIO					(If No or Mo		e attach expla	nation.) Yes [□ No □	Limited □
Print Name				(MD,DO, APN, PA) Signatu	ıre				Date	e
Address	ddress									



Program Permission Form

- 2. I hereby give permission for JCC staff to contact my pediatrician for any information needed about my child. I authorize my pediatrician to release such information to JCC.
- 3. I understand that JCC allows students of schools of education, nursing and other allied professions to observe JCC programs as part of their course of education.
- 4. I understand that to provide support to families and staff, consultants are engaged by JCC. These consultants may observe and make recommendations about children in the classroom. When necessary these consultants provide staff training on classroom management; materials and resources, observations and family support.
- 5. I understand that I am legally responsible for my child while he or she is en route to and from JCC programs.
- I hereby permit my child to accompany an authorized JCC staff member on excursions to places of interest (field trips) and release the JCC of all responsibilities other than reasonable care.
- 7. I hereby permit my child to participate in athletic activities and swimming as applicable.
- 8. I give my permission for my child's picture to be used for publicity purposes by JCC. JCC may videotape or photograph participants enrolled in programs, classes, and events or while enjoying JCC facilities. These photographs are for JCC publications, flyers, publicity efforts, brochures, web use, other electronic communications or video usage. All photos and videos are for JCC use and become the sole property of JCC. Please contact the Program Director for photographic exclusions for your child. I understand that parents are allowed to photograph and videotape classroom activities.
- 9. I understand that JCC programs contain Jewish content and I agree to allow my child to participate in this type of program.
- 10. I/We hereby give permission for my name and my child's name, address and phone number to be included in a class roster information list.
- 11. I understand that should I wish to transfer my child to another JCC sponsored program, my child's financial records will be shared with the staff of that program.
- 12 I/We hereby give permission for the Early Childhood staff to use hypo-allergenic wipes on my child for diapering purposes, if needed.
- 13. I give my permission for all the foregoing. I have also read and understand the registration policies on the JCC Registration Policies page available at **jccchicago.org/policies**.

Print Name	
Parent/Guardian Signature	Date



Authorization for Pick-up

	ame		0 0	
rk Phone	Home F	Phone	Cell Phone	
ent/Guardian Na	ame			
	Home F			
	only those individuals li			
-	cumstances arise, parer	-		
ion upon arriva	er individual. That perso I	on snould be prepare	ea to present p	ersonai identii
me	 Address	Relationship	Work Phone	Home Phone
		•		
			_	
case or emerge ime	ncy and I cannot be read Address	-	Work Phone	Home Phone
	Address			
-	vith the following peop		West Bloom	II Bl
me	Address	•	Work Phone	Home Phone
Print Name				



Receipt and Agreement to Policies

Please refer to EC Guidelines and Policies found at jccchicago.org/policies.

I/We		
	Please Print Name(s)	
Parent(s) or Guardian(s) of		
	Name of Child	

Please fill out the appropriate information below and provide your signature and date signed.

- O I/We have received and read the JCC Early Childhood Parent Guide (including the section on Guidance and Discipline) and agree to adhere to all of the policies and procedures described.
- O I/We hereby certify that I/we have received and read the JCC Early Childhood Code of Honor and agree to adhere to all the principles described therein.
- O I/We hereby certify that I/we have received and read the ILDCFS Summary of Licensing Standards for Day Care Centers.
- O I/We hereby certify that I/we have read the JCC Early Childhood Policy on Late Pickup and agree to adhere to this policy.

Print Name	
Parent/Guardian Signature	Date



Child's Name ___

Insurance Form

As part of NAEYC (National Association for the Education of Young Children) criteria we must have health insurance information for all children enrolled in our JCC programs. Please complete the form below.

Please fill out ALL fields below

Insured Name
Insurance Carrier
Member #
Group #
Signature
Thank you for your cooperation.

Print Name	
Parent/Guardian Signature	Date



Preferred Email Address Form

JCC Early Childhood is using email as an important mode of communication. JCC will never send spam/junk emails to our families. Emails will only be used for official JCC communications.

Please fill out ALL fields below

Child's Name
Parent/Guardian's Name
Parent/Guardian's Name
CC Location
Name of Child's Program
Preferred Email Address

Print Name	
Parent/Guardian Signature	Date



OPTIONAL

Friendship Request Form

Friendship requests must be mutual.

Are there children with whom you would like your child grouped? If the children are the same age as your child, **we will do our best to honor at least one request.** Please list the names of the children in order of preference.

Please do not list more than two names.
Your child's name
#1 Friendship request
N.
Name
#2 Friendship request
Name



OPTIONAL

Waiver for the Distribution or Administration of Medicine

This form must accompany physician instructions for administering medication, including name of medicine, dosage, schedule, and duration. This form and instructions must be submitted to your Early Childhood location.

Location	_ Program
Child's Name	_ Home Phone
Doctor's Name	_ Phone
The undersigned hereby acknowledges and r guardian or person legally responsible for while they are under the supervision of the pr	represents that they are the parent, legal cograms sponsored and operated by JCC.
The undersigned further acknowledges that t physician has requested, that JCC Chicago, it administer or assist in administering certain methods while they are under the supervision of JCC.	s employees and/or duly authorized agents,
Now, in consideration of the administering or medication, the undersigned does hereby for agree to indemnify JCC, its employees and dall claims, demands, suits, actions and liabilitio or nature, arising out of or in connection with administering of said medication.	ever release, discharge, hold harmless and uly authorized agents of and from any and es or responsibilities of whatsoever kind
Print Name	
Parent/Guardian Signature	Date



OPTIONAL

Waiver for the Distribution of Sunscreen or Insect Repellent

This form gives JCC permission to apply sunscreen and/or insect repellent that is supplied from home. This form must be received in your JCC Early Childhood office before sunscreen or insect repellent can be applied. Child's Name _____ Home Phone _____ The undersigned hereby acknowledges and represents that they are the parent, legal guardian or person legally responsible for _____ while they are under the supervision of the programs sponsored and operated by JCC. The undersigned further acknowledges that they have requested that JCC, its employees and/or duly authorized agents administer or assist in administering sunscreen or insect repellent to ______ while they are under the supervision of JCC. Now, in consideration of the administering or assistance in administering said sunscreen and/or insect repellent, the undersigned does hereby forever release, discharge, hold harmless and agree to indemnify JCC, its employees and duly authorized agents of and from any and all claims, demands, suits, actions and liabilities or responsibilities of whatsoever kind or nature, arising out of or in connection with the administering or assistance in administering of sunscreen and/or insect repellent. Will you be providing? O Sunscreen-Name brand_____ O Insect repellent–Name brand _____

Print Name	
Parent/Guardian Signature	Date

Emergency Information

2019-20

Classroom Copy

Child's Name	
	Program
Address	·
	Zip
Email	·
	ce asterisk next to preferred phone number
#1 Name	
	_Home Phone
Cell Phone	
Work Phone	_Home Phone
Cell Phone	
Relative or Friend Alternative	
#1 Name	_Phone
#2 Name	_Phone
Pediatrician	_Phone
Allergies	
	_Hospital

Emergency Authorization

I hereby give permission to the medical personnel selected by JCC Chicago to order x-ray, routine tests and treatment for my child, and in the event I cannot be reached in an emergency, I hereby give permission to the physician selected by JCC Chicago to hospitalize, secure proper treatment for, and to order injections and/or anesthesia and/ or surgery for my child.

I hereby give my permission for JCC Early Childhood to contact my pediatrician for any information needed about my child and authorize my pediatrician to release such information to JCC.

Signature Parent/Guardian
Date

Emergency Information

2019-20

Office copy

Child's Name	
Birth date	Program
Address	
City	Zip
Email	
Parent(s)/Guardian(s)	please place asterisk next to preferred phone number
#1 Name	
Work Phone	Home Phone
Cell Phone	
#2 Name	
Work Phone	Home Phone
Cell Phone	
Relative or Friend Alte	rnative
#1 Name	Phone
#2 Name	Phone
Pediatrician	Phone
Allergies	
Medication	Hospital
Other Significant Medical II	nfo

Emergency Authorization

I hereby give permission to the medical personnel selected by JCC Chicago to order x-ray, routine tests and treatment for my child, and in the event I cannot be reached in an emergency, I hereby give permission to the physician selected by JCC Chicago to hospitalize, secure proper treatment for, and to order injections and/or anesthesia and/ or surgery for my child.

I hereby give my permission for JCC Early Childhood to contact my pediatrician for any information needed about my child and authorize my pediatrician to release such information to JCC.

Signature Parent/Guardian
Date