2 – 5 years old

Thank you for enrolling your child at Grandma's House!

1. The following packet of paperwork should be completed and ***returned before your child begins day care.***

- ❑ Child Care Enrollment
  - Complete all requested information
  - Emergency contact name and phone number are mandatory and must be local
  - **Sign and date the enrollment form**

- ❑ Email and Insurance Information
  - **Complete and sign -** *Tells us if your child does or does not have health insurance*

- ❑ Health History and Emergency Care Plan – *will be updated every 6 months*
  - Complete all information
  - **Sign back of form**

- ❑ Intake Form – Help us get to know your child and family. Share specific information regarding family dynamics, traditions and/or cultures.
  - Complete all information
  - **Sign and date form**

2. The following paperwork should be completed and returned as indicated.

- ❑ Day Care Immunization Record
  Or a print out from the Wisconsin Immunization Registry (WIR) including signature
  - Information should be completed and returned within 30 days of starting the program

- ❑ Child Health Report
  Or a summary print out from your child's physician
  - Is completed by your child's physician
  - Must be returned within 90 days of starting the program

Grandma's House Parent Handbook will answer most questions about our program, what to bring, fee policies, vacation policies and the programs available. We encourage you to stop by our program and visit before your child begins at our center, to help ensure a smooth transition into our program. You are welcome to bring your child's personal items and put items away before their first day.

For your convenience, there is a Parent Board as you enter the center with menus, policies and center information. Parents are always welcome to visit our program, participate on a field trip or join us for lunch.

If you have any questions, please contact the Center Director.
We look forward to welcoming your family to Grandma's House.

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

CHILD CARE ENROLLMENT

Use of form: Use of this form is mandatory for Family Child Care Centers to comply with DCF 250.04(6)(a)1. Failure to comply may result in issuance of a noncompliance statement. This form may also be used by Group Child Care Centers and Day Camps to comply with DCF 251.04(6)(a)1. and DCF 252.41(4)(a)1. respectively. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: The parent / guardian shall fill out the form completely, sign it and submit it to the center prior to the child's first day of attendance. Information on this form shall be kept current. When enrolling a child under two years of age, a completed *Intake for Child Under 2 Years* form must also be on file prior to the child's first day of attendance.

CHILD INFORMATION

Name (Last, First, MI)	Birthdate (mm/dd/yyyy)	First Day of Attendance

PARENT OR GUARDIAN – All parents / guardians are permitted to visit during center hours and are allowed to pick up the child unless access is prohibited or restricted by a court order. Attach court order, if any. If the child resides at multiple locations, the department recommends the provider obtain and attach a schedule.

a. Name and Relationship to Child	Home / Cell Phone No.	Email Address Where Reachable While Child is in Care

Home Address (Street, City, State, Zip)	Does child reside at this location? ☐ Yes ☐ No	Place of Employment and Work Phone No.

b. Name and Relationship to Child	Home / Cell Phone No.	Email Address Where Reachable While Child is in Care

Home Address (Street, City, State, Zip)	Does child reside at this location? ☐ Yes ☐ No	Place of Employment and Work Phone No.

AUTHORIZED PERSONS – Persons other than parents / guardians who are authorized to pick up the child or accept the child if dropped off**.** If no one, write "None."

a. Name and Relationship to Child	Home / Cell Phone No.	Email Address Where Reachable While Child is in Care	Place of Employment and Work Phone No.
b. Name and Relationship to Child	Home / Cell Phone No.	Email Address Where Reachable While Child is in Care	Place of Employment and Work Phone No.

EMERGENCY CONTACT – The person to be notified in an emergency when parents / guardians cannot be reached.
☐ Yes ☐ No This person is authorized to pick up the child.

Name and Relationship to Child	Home / Cell Phone No.	Email Address Where Reachable While Child is in Care	Place of Employment and Work Phone No.

PHYSICIAN OR MEDICAL FACILITY

Name	Address (Street, City, State, Zip Code)	Telephone Number

AUTHORIZATIONS

☐ Yes ☐ No I hereby give my consent for emergency medical care or treatment to be used only if I cannot be reached immediately.
☐ Yes ☐ No I have had an opportunity to review the policies of this child care center and a summary of the Wisconsin Rules for Licensing Child Care Centers.
☐ Yes ☐ No I give permission for my child to participate in ☐ Transported ☐ Walking field trips and other activities during operating hours.
☐ Yes ☐ No I have been informed of the number of pets in the center and their degree of contact with the enrolled children. Note: If pets are added after a child is enrolled, parents shall be notified in writing prior to the pet's addition to the center.

SIGNATURE – Parent or Guardian	Date Signed

EMAIL INFORMATION

Grandma's House would like to expand communications by using more email options. Please add your email address(es) to the list below and check which options you would like us to use for future communications with you.

☐ I do not wish to receive email communications from Grandma's House.

Email Address:_____ ☐ All Options or select:

☐ Classroom Website ☐ Book Orders ☐ Center Events
☐ Newsletters ☐ Evaluations ☐ Center Closings ☐ Health Report Forms

Email Address:_____ ☐ All Options or select:

☐ Classroom Website ☐ Book Orders ☐ Center Events
☐ Newsletters ☐ Evaluations ☐ Center Closings ☐ Health Report Forms

Email Address:_____ ☐ All Options or select:

☐ Classroom Website ☐ Book Orders ☐ Center Events
☐ Newsletters ☐ Evaluations ☐ Center Closings ☐ Health Report Forms

CHILD SCREENINGS

☐ My child receives vision, hearing and developmental screenings with their health care provider.

INSURANCE INFORMATION

Grandma's House Day Care Center, Inc., does not carry individual health insurance for the children in attendance. It is the parents/guardians responsibility to have insurance or cover the costs of any illnesses or injuries, which may occur while your child is attending our center.

Below is the information we need for our files. Please return this form along with the enrollment papers.

Thank you for your help.

****

_____
Child's Name

____ My child has health insurance. ____My child is not covered by health insurance.

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 – Home (Street, City, State, Zip Code)	
Telephone Number	Birthdate (mm/dd/yyyy)	Date – First Day of Attendance (mm/dd/yyyy)

PARENT / GUARDIAN INFORMATION Provide information where the parent(s) / guardian(s) may be reached while the child is in care.

Name	Telephone Number – Home	Telephone Number – Work	Telephone Number – Cellular
Name	Telephone Number – Home	Telephone Number – Work	Telephone Number – Cellular

PHYSICIAN / MEDICAL FACILITY INFORMATION

Name – Physician	Address – Medical Facility	Telephone Number

SUNSCREEN / INSECT REPELLENT AUTHORIZATION If provided by the parent, the sunscreen or insect repellent shall be labeled with the child's name. Per DCF 251.07(6)(f)2., authorizations shall be reviewed every 6 months and updated as necessary. Per DCF 250.07(6)(f)2.a., Authorizations shall be reviewed periodically and updated as necessary.

	Brand Name	Ingredient Strength
☐ Yes ☐ No I authorize the center to apply sunscreen to my child.		
☐ Yes ☐ No I authorize the center to allow my child to self-apply sunscreen.		
☐ Yes ☐ No I authorize the center to apply repellent to my child.	Brand Name	Ingredient Strength
☐ Yes ☐ No I authorize the center to allow my child to self-apply repellent.		

HEALTH HISTORY AND EMERGENCY CARE PLAN If available, attach any health care plan information from the child's physician, therapist, etc.

1. Check any special medical condition that your child may have.

☐ No specific medical condition
☐ Asthma
☐ Diabetes
☐ Gastrointestinal or feeding concerns including special diet and supplements
☐ Cerebral palsy / motor disorder
☐ Epilepsy / seizure disorder
☐ Any disorder including Cognitively Disabled, LD, ADD, ADHD, or Autism
☐ Other condition(s) requiring special care – Specify.

☐ Milk allergy. If a child is allergic to milk, attach a statement from the medical professional indicating the acceptable alternative.
☐ Food allergies – Specify food(s).

☐ Non-food allergies – Specify.

2. Triggers that may cause problems – 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.
   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: _____ _____ _____ _____ _____

The following individuals are authorized to have access to health information for my child:

Name	Telephone Number-Home	Telephone Number – Work	Relationship to child
Name	Telephone Number- Home	Telephone Number – Work	Relationship to child

Grandma's House Day Care Center, Inc.

Intake information for children 2 - 5 years old

Home Information

Child's name _____ Nickname (if any) _____

Parent's name _____ Today's date_____

Health Factors

My child has allergies or a special physical condition. (List allergies or describe physical conditions.)

My child has had a serious illness, convulsion, operation, or accident. (List date and describe the occurrence.)

My child has frequent colds, ear infections, colic, etc. (Describe condition.)

Eating

Food allergies o No o Yes
Describe_____
Favorite foods _____
Foods refused _____

Diapering and toileting procedures

Child's skin is highly sensitive o No o Yes Frequent diaper rash o No o Yes
Use of oil, powder or lotion o No o Yes, list name(s) _____

Toilet training has been attempted o No o Yes
Routine _____

Bowel movements are regular o No o Yes
How often _____Times of day _____
Type of toilet seat used at home: o Potty chair o Special toilet seat o Regular toilet seat

Toileting problems o No o Yes
Describe _____
_____

Communication & Family Dynamic

Language family speaks o English o Other, list _____
Child speaks in o English o Other, list _____
Our family is comprised of o immediate members o extended members
Cultural traditions/information to share about your family

_____
_____
_____
_____

Our family celebrates holidays o No o Yes, list

_____
_____

My child learns best through:

- o hands-on experiences (tactile)
- o hearing/listening (auditory)
- o repeating requests/directions/information (verbal)
- o seeing information (visual)

Self-Expression

List your child's favorite toys and activities for indoors and outdoors.
Indoors _____
Outdoors _____

What causes your child to feel angry?_____
Frustrated? _____
What frightens your child and how is it shown? _____
_____

How does your child express feelings of happiness, enjoyment, etc.? _____
_____

Add any information about your child's habits, abilities or personality which you feel would help the staff in providing a good experience for her/him and ensure a smooth transition into our program.

_____
_____
_____
_____
_____

Signature Date

GRANDMA'S HOUSE DAY CARE CENTER, Inc.

(ENDORSED BY CORNERSTONE COMMUNITY BANK)

3150 N. Brookfield Rd., Brookfield, WI 53045

Choose one of the following:

___ Tosa ___ Highland ___ Brookfield ___ Hartland

___ Auto-pay Authorization ___ Discontinue Auto-pay

Beginning Date: _____ Ending Date: _____

Childcare fees in the amount of the balance due for the next two weeks will be deducted every other Friday.

*Balance due includes tuition, field trips or other fees.

Example: On Friday, February 10 fees will be withdrawn for the weeks of February 13 and February 20

Name (please print) _____

Child(ren) Name(s) _____

Address _____

City _____ State _____ Zip _____

Email address _____ Phone number_____

Directly charge the account specified below: (circle one)

Checking account (attach voided check) or Savings account (attach bank letter)

Name of bank: _____

Routing number: _____

Account number: _____

I authorize Grandma's House Day Care Center Inc. to process debit entries to my account. I have attached a voided check or bank letter. In the event funds are deducted erroneously from my account, I authorize Grandma's House Day Care Center, Inc. to credit my account for an amount not to exceed the original amount of the erroneous debit. This authority will remain in effect until I give written notification of at least 14 days prior to withdrawal date to terminate this authorization.

Authorized signature on my account: _____Date:_____

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-44192 (Rev. 12/2017)

STATE OF WISCONSIN
Wis. Stat. § 252.04

CHILD CARE IMMUNIZATION RECORD

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

STEP 1 PERSONAL DATA PLEASE PRINT

Child's Name(Last, First, Middle Initial)	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 IMMUNIZATION HISTORY

List the MONTH, DAY AND YEAR the child received each of the following immunizations. DO NOT USE A (√) OR (**X**) 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 Month/Day/Year	Second Dose Month/Day/Year	Third Dose Month/Day/Year	Fourth Dose Month/Day/Year	Fifth Dose Month/Day/Year
Diphtheria-Tetanus-Pertussis (Specify DTP, DTaP, or DT)					
Polio					
Hib (Haemophilus *Influenzae* Type B)					
Pneumococcal Conjugate Vaccine (PCV)					
Hepatitis B					
Measles-Mumps-Rubella (MMR)					
Varicella (chickenpox) vaccine Vaccine is required only if the child has not had chickenpox disease.					

Has the child had Varicella (chickenpox) disease? Check the appropriate box and provide the year if known.

☐ Yes year _____ (Vaccine is not required)

☐ No or Unsure (Vaccine is required)

STEP 3 REQUIREMENTS

The following are the minimum **required** immunizations for the child's age/grade at entry. All children within the range must meet these requirements at child care entrance. Children who reach a new age/grade level while attending this child care must have their records updated with dates of additional required doses.

AGE LEVELS	NUMBER OF DOSES						
5 months through 15 months	2 DTP/DTaP/DT	2 Polio	2 Hib	2 PCV	2 Hep B		
16 months through 23 months	3 DTP/DTaP/DT	2 Polio	3 Hib[1]	3 PCV[2]	2 Hep B	1 MMR[3]	
2 years through 4 years	4 DTP/DTaP/DT	3 Polio	3 Hib[1]	3 PCV[2]	3 Hep B	1 MMR[3]	1 Varicella
At Kindergarten entrance	4 DTP/DTaP/DT[4]	4 Polio			3 Hep B	2 MMR[3]	2 Varicella

[1] 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).

[2] 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.

[3] MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).

[4] Children entering kindergarten must have received one dose after the 4th birthday (either the 3rd, 4th or 5th) to be compliant (Note: a dose 4 days or less before the 4th birthday is also acceptable).

STEP 4 COMPLIANCE DATA AND WAIVERS

IF THE CHILD MEETS ALL REQUIREMENTS (sign at STEP 5 and return this form to the child care center), OR

IF THE CHILD **DOES NOT** MEET ALL REQUIREMENTS (check the appropriate box below, sign and return this form to child care center).

☐ Although the child has not received all required doses of vaccine for his or her age group, at least the first dose of each vaccine has been received. I, understand that it is my responsibility to obtain the remaining required doses of vaccines for this child **WITHIN ONE YEAR** and to notify the child care center in writing as each dose is received.

NOTE: Failure to stay on schedule or report immunizations to the child care center may result in court action against the parents and a fine of up to $25.00 per day of violation.

☐ For health reasons this child should not receive the following immunizations _____(List in STEP 2 any immunizations 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 reasons this child should not be immunized. (List in STEP 2 any immunizations already received):

STEP 5 SIGNATURE

To the best of my knowledge, this form is complete and accurate.

_____ _____

SIGNATURE - Parent, Guardian or Legal Custodian | Date Signed

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

CHILD HEALTH REPORT – CHILD CARE CENTERS

Use of form: Use of this form is voluntary; however, completion of this form meets the requirements of DCF 202.08(4), DCF 250.07(6)(L)3., and DCF 251.07(6)(k)3. Failure to comply with these rules 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: Each child under 2 years of age shall have an initial health examination not more than 6 months prior to nor later than 3 months after being admitted to the center and a follow-up health examination at least once every 6 months thereafter. Except for a school-aged child, each child 2 years of age or older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to a center and a follow-up health examination at least once every 2 years thereafter. The parent / guardian shall give this form to the physician, physician assistant or HealthCheck provider to be completed, signed and dated. The licensee shall obtain a copy for the child's record. Note: Children are also required to have on file at the child care center documentation of immunizations; it may be helpful if the parent / guardian were to include a copy of the child's immunization record when submitting this form to the child care center.

PARENT OR GUARDIAN – Complete this section.

Name – Child (Last, First, MI)	Birthdate – Child (mm/dd/yyyy)

Address – Child (Street, City, State, Zip Code)

Name – Parent or Guardian (Last, First, MI)

Address – Parent or Guardian (Street, City, State, Zip Code)

HEALTH PROFESSIONAL – Complete this section.

Instructions for feeding and care of child with special problems, including allergies – Specify (attach information as necessary).

☐ Yes ☐ No Does the child have a milk allergy? If "Yes", identify the recommended milk substitute.

Date of most recent blood lead test: _____ (mm/dd/yyyy). Note: Children on Medicaid are required to be tested at around ages 12 months and 24 months or once between the ages of 3 and 5 years if no previous test is documented. Lead testing is optional for children who are not on Medicaid.

Immunization(s) not to be administered to child due to medical reason(s) – Specify.

AUTHORIZATION

I certify that I have examined the above child on this date and that he / she is able to participate in child care activities.

Name – MD, PA or HealthCheck Provider (type or print)	Address (Street, City, State, Zip Code)

SIGNATURE – MD, PA or HealthCheck Provider	Date of Examination

Have You Heard?

Grandma's House has an "invite only" Parent/Teacher share website through Shutterfly. Each center will have their very own website where teachers will post classroom pictures. Staff biographies and upcoming center events will be posted as well. Parent volunteer opportunities will be listed along with sigh up sheets for classroom and center projects.

If you are interested in signing up, please complete the form below and return it to your Center Director. You can also email it back to me at kpleuss@grandmashouse.org

Family Name: _____

Center: _____

Email address: _____

Please feel free to contact me with questions.
Thank you,
Katie Pleuss
Family Community Coordinator
414-581-0473 / kpleuss@grandmashouse.org