



Office of the
State Superintendent of Education

REGISTRATION RECORD FOR CHILD RECEIVING CARE AWAY FROM HOME

Child: _____ Sex: Male Female
Last First MI
Date of Birth: _____ Home #: _____ Language Spoken At Home _____
Home Address: _____
Number Street Apt # State ZIP

Father: _____ Home # _____
Last First MI Business # _____
Home Address: _____
Number Street Apt # State ZIP
Business Address: _____
Number Street Apt # State ZIP

Mother: _____ Home # _____
Last First MI Business # _____
Home Address: _____
Number Street Apt # State ZIP
Business Address: _____
Number Street Apt # State ZIP

Relative or Guardian: _____ Home # _____
Last First MI Business # _____
Home Address: _____
Number Street Apt # State ZIP
Business Address: _____
Number Street Apt # State ZIP

Person to be contacted in case of an emergency (other than parent/guardian):
_____ Relationship to child: _____
Last First MI
Address: _____
Number Street Apt # State ZIP Phone # _____

Designated individual authorized to receive child at end of session:
_____ Last First MI
_____ Last First MI
_____ Last First MI

Signature: _____ **Relationship to child:** _____ **Date:** _____

TO BE COMPLETED BY THE FACILITY

Date of Admission: _____
Date of Withdrawal: _____ **Reason:** _____

Designated individual authorized to receive child at end of session:

Last Middle First
 Address: _____
Number Street Apt # State ZIP
 Relationship to child _____

Phone Number: _____

Designated individual authorized to receive child at end of session:

Last Middle First
 Address: _____
Number Street Apt # State ZIP
 Relationship to child _____

Phone Number: _____

Designated individual authorized to receive child at end of session:

Last Middle First
 Address: _____
Number Street Apt # State ZIP
 Relationship to child: _____

Phone Number: _____

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Last Middle First
 Address: _____
Number Street Apt # State ZIP
 Relationship to child: _____

Phone Number: _____

Designated individual authorized to receive child at end of session:

Last Middle First
 Address _____
Number Street Apt # State ZIP
 Relationship to child _____

Phone Number: _____

Designated individual authorized to receive child at end of session:

Last Middle First
 Address _____
Number Street Apt # State ZIP
 Relationship to child _____

Phone Number: _____

Designated individual authorized to receive child at end of session:

Last Middle First
 Address _____
Number Street Apt # State ZIP
 Relationship to child _____

Phone Number: _____

Signature: _____ Relationship to child _____ Date _____

Relationship to child: _____

Address: _____
Last Middle First
Number Street Apt # State ZIP

Person to be contacted in case of an emergency:

Relationship to child: _____

Address: _____
Last Middle First
Number Street Apt # State ZIP

Person to be contacted in case of an emergency:

Relationship to child: _____

Address: _____
Last Middle First
Number Street Apt # State ZIP

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Person to be contacted in case of an emergency:

Relationship to child: _____

Address: _____
Last Middle First
Number Street Apt # State ZIP

Person to be contacted in case of an emergency:

Relationship to child: _____

Address: _____
Last Middle First
Number Street Apt # State ZIP

Signature: _____ Relationship to child: _____ Date: _____



Office of the



State Superintendent of Education

PLEASE TYPE OR PRINT

AUTHORIZATION FOR CHILD'S EMERGENCY MEDICAL TREATMENT

If my child _____, born on _____, becomes ill or involved in an accident and I cannot be contacted, I authorize the following hospital or physician to give the emergency medical treatment required:

Hospital: _____

Address: _____

or:

Physician: _____ M.D. Telephone No: _____
(Area Code)

Address: _____

I give permission to _____, located at
Name of Facility/Center

_____ to take my child for treatment.

I accept responsibility for any necessary expense incurred in the medical treatment of my child, which is not covered by the following:

Health Insurance Company: _____

Name of Policy Holder: _____ Relationship to Child: _____

Policy Number: _____ Coverage: _____

Medicaid Number: _____ State: DC MD VA

Child's Known Allergies or Physical Conditions: _____

Signature: _____ Relationship to Child: _____

Address: _____

Telephone No: _____
Home Business Pager/Cell Phone

Date: _____ Date Updated: _____
Month/Day/Year Month/Day/Year



Office of the



State Superintendent of Education

PLEASE TYPE OR PRINT

TRAVEL AND ACTIVITY AUTHORIZATION

Special 1-time permission for this activity only

Blanket permission for all given activities

I, _____ parent/guardian of
Name of Parent/Guardian

_____ give my permission to
Name of Child

_____ for my child to participate in
the following activities:

Trips in the van/automobile (facility or parent -owned)

_____ Explain planned activity — where and when

Field trips away from the facility

_____ Explain planned activity — where and when

I understand that the facility will use the appropriate child restraint devices and abide by all District of Columbia safety rules when my child is transported in a vehicle. The facility will also notify me each time that my child is to participate in an activity that would involve transportation.

In addition, if the facility has planned activities outside the fenced area of the facility,

I will allow my child to play outside the fenced area; or _____

I will not allow my child to play outside the fenced area.

This authorization is valid from _____ / _____ / _____ to _____ / _____ / _____

Parent/Guardian Signature

Date Signed

NOTE: Place on file in child's folder/record



District of Columbia Oral Health (Dental Provider) Assessment Form

Part 1. Child's Personal Information

Child's Last Name		Child's First & Middle Name		Date of Birth	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	School or Child Care facility:	
Parent/Guardian Name	Telephone 1: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work			Home Address:			Ward
Emergency Contact:	Telephone 2: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work			City/State (if other than D.C.)			Zip code:
Race/Ethnicity: <input type="checkbox"/> White Non Hispanic <input type="checkbox"/> Black Non Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other _____							
Primary Care Provider (Medical):		Dentist/Dental Provider:		<input type="checkbox"/> Medicaid <input type="checkbox"/> Private insurance <input type="checkbox"/> None <input type="checkbox"/> Other _____			

Part 2. Child's Clinical Examination (to be completed by the Dental Provider) **Date of Exam** _____

(Please use key to document all findings on line next to each tooth)

Tooth #	Tooth #	Tooth #	Tooth #
1 _____	17 _____	A _____	K _____
2 _____	18 _____	B _____	L _____
3 _____	19 _____	C _____	M _____
4 _____	20 _____	D _____	N _____
5 _____	21 _____	E _____	O _____
6 _____	22 _____	F _____	P _____
7 _____	23 _____	G _____	Q _____
8 _____	24 _____	H _____	R _____
9 _____	25 _____	I _____	S _____
10 _____	26 _____	J _____	T _____
11 _____	27 _____		
12 _____	28 _____		
13 _____	29 _____		
14 _____	30 _____		
15 _____	31 _____		
16 _____	32 _____		

Key (Check Appropriate)	
S - Sealants	X - Missing teeth
● Restoration	Non-restorable/ Extraction
1D-One surface decay	UE- Unerupted Tooth
2D-Two surface decay	
3D-Three surface decay	
4D-More than three surface decay	

Part 3. Clinical Findings and Recommendations (Please indicate in Finding column)

	Findings		Comments
1. Gingival Inflammation	Y	N	
2. Plaque and/or Calculus	Y	N	
3. Abnormal Gingival Attachments	Y	N	
4. Malocclusion	Y	N	
5. Other (e.g. cleft lip/palate)			
Preventive services completed <input type="checkbox"/> Yes <input type="checkbox"/> No			

Part 4. Final Evaluation/Required Dental Provider Signatures

This child has been appropriately examined. Treatment <input type="checkbox"/> is complete. <input type="checkbox"/> is incomplete. Referred to		
Dentist Signature	Print Name	Date
Address		
Phone	Fax	

Part 5. Required Parent/Guardian Signatures

Parent or Guardian Release of Health Information.	
I give permission to the signing health examiner or facility to share the health information on this form with my child's school, childcare, camp, or Department of Health	
PRINT NAME of parent or guardian	
SIGNATURE of parent or guardian	Date



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PLEASE TYPE OR PRINT

Medication Authorization Form

Pursuant to Title 29 of the District of Columbia Municipal Regulations (DCMR), Section 377.1; "No Child Development Facility may provide medicine or treatment, with the exception of emergency first aid, to any child, unless the Facility has obtained a written medical order or prescription from the child's licensed health care practitioner and the written consent of the child's parent (s) or guardian (s)."

Pursuant to Title 29 of the District of Columbia Municipal Regulations (DCMR), Section 377.4; "The Facility shall maintain a medication log, on a form approved by the Director, on which the Facility shall record the date, time of day, medication, medication dosage, method of administration, and the name of the person administering the medication, each time any medication is administered to a child."

Part I: To be completed by the parent/guardian and child's physician:

I do hereby give permission to _____ to administer the below noted prescribed medication to my child _____ born on _____
Name of Facility

Name of Medication	Time/Frequency	Dosage	Effective Dates	
			From:	To:
			From:	
			To:	
			From:	
			To:	

Signature of Physician Date

Signature of Parent/Guardian Date

Part II: To be completed by the Center Director or designee:

Name of Medication	Date	Time Given	Reactions	Staff Initials

PLEASE RETAIN A COPY FOR YOUR FILE



DISTRICT OF COLUMBIA CHILD HEALTH CERTIFICATE

Part 1: Child's Personal Information

Parent/Guardian: Please complete Part 1 clearly and completely & sign Part 6 below.

Form for Part 1: Child's Personal Information. Fields include Child's Last Name, First & Middle Name, Date of Birth, Gender, Race/Ethnicity, Parent/Guardian Name, Telephone, Home Address, Ward, Emergency Contact, City/State, Zipcode, School or child care facility, Insurance, and Primary Care Provider (PCP).

Part 2: Child's Health History, Examination & Recommendations.

Health Provider: Form must be fully completed.

Form for Part 2: Child's Health History, Examination & Recommendations. Includes fields for Date of Health Exam, Weight, Height, Blood Pressure, Hemoglobin/HCT, and a table for Health Concerns (Dental-Oral Health, Asthma, Development, Behavioral/Emotional, Learning/Attention) with columns for Referred or Treated.

A. Significant health history, conditions, communicable illness, or restrictions that may affect school, childcare, sports, or camp. NONE YES, please detail:

B. Significant allergies or health conditions that may require emergency medical care at school, childcare, camp, or sports activity. NONE YES, please detail.

C. Long-term Medications or special care requirements or accommodations. NONE YES, please detail: (Please specify medication dosage/time/administration instructions and common side effects if given at school/child care)

This child has been appropriately examined & health history reviewed. At time of exam, this child is in satisfactory health to participate in all school, camp or childcare activities except as noted above. ATHLETE IS CLEARED FOR COMPETITIVE SPORTS: YES NO

Part 3: Immunization Information: (Please fill in or attach equivalent copy with provider signature and date)

Table for Part 3: Immunization Information. Columns for Diphtheria-Tetanus-Pertussis, Diphtheria-Tetanus, Hemophilus Influenzae B (HIB), Hepatitis B (HBV), Polio, Measles-Mumps-Rubella (MMR), Varicella, Influenza, and Pneumococcal conjugate (PCV7).

Part 4: Tuberculosis & Lead Exposure Risk Assessment & Testing If PPD Positive:

Form for Part 4: Tuberculosis & Lead Exposure Risk Assessment & Testing. Includes fields for TB Exposure Risks, PPD Test Date, Result, and Lead Exposure Risks.

Part 5: Required Provider Certification and Signature

Form for Part 5: Required Provider Certification and Signature. Includes fields for Age-Appropriate Health Screening Requirements, Medical Exemption From Immunization, and Provider Signature/Date.

Part 6: Required Parental/Guardian Signatures. (Release of Health Information)

Form for Part 6: Required Parental/Guardian Signatures. Includes fields for Print Name, Signature, and Date.

This form replaces all forms dated before February 25, 2004, used for entry into DC Schools.

Exception: It cannot be used to replace EPSDT forms or the Department of Health Oral Health Assessment Form, formally the Dental Appraisal Form. This form was developed by the DC Department of Health and follows American Academy Of Pediatrics (AAP) Guidelines For Child And Adolescent Health Care Birth to 21 Years Of Age. This form is a confidential document. Confidentiality is adherent to *The Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for the health providers, and *The Family Educational Rights and Privacy Act (FERPA)* for the DC Schools and other providers.

General Instructions: Please use black ball point pen when completing this form.

Part 1: Child's personal information:

Parent or Guardian: Please check the box that best fits the description of the child's race or ethnicity. Please indicate the ward of your home address. List primary care provider and type of health insurance coverage. If child has no provider or is uninsured, then please write "None" in each box. **This form will not be complete without parent or guardian signature in Part 5.**

Part 2: Child's health history, Examination & Recommendations: To be completed by the health care provider. Please mark all relevant boxes.

- **Date of complete health exam:** All children **MUST** have a physical examination by a physician or certified nurse practitioner as per the AAP Guidelines. The date entered here must indicate that the child is in compliance with these requirements outlined in DC Law 6-66.
- **WT:** Child's weight in either pounds (LBS) or kilograms (KG) **HT:** Child's height in either inches (IN) or centimeters (CM)
- **BP:** If child is three years of age or older, write the blood pressure value in the box and check if normal or abnormal. If abnormal please provide explanation and resolution in part 2 section "A."
- **HGB/HCT:** Hemoglobin (HGB) or Hematocrit (HCT) is *required* For Head Start children. Anemia screen is recommended for menstruating adolescents based on AAP guidelines. Please record level and indicate by circling HGB or HCT.
- **HEALTH CONCERNS:** The health care provider must perform the following health screens dental-oral health, asthma, development, behavioral/emotional, learning/attention, language/speech, vision, hearing, nutrition, and "neurologic disorders that may require special health care needs." For any of the health screens where there are "HEALTH CONCERNS," the health care provider must check the box indicating that the proper referral has been made or the child is currently being treated (Rx) for the concern. IF there are **NO "HEALTH CONCERNS"** then please mark the **'None'** Box in each screen area. **SPECIAL NOTE: 'Dental-Oral Health' refers to the screening done by a primary care provider. This does not replace a comprehensive oral examination provided by a dentist. For children age three and older the health care provider must also indicate whether dentist has screened or examined the child within the last 12 months. If no, child should be referred to dentist.**

A. Please note any significant health history, conditions, communicable illness, or restrictions that may affect the activity or program **OR mark 'NONE'**.

B. Please note any significant allergies or health conditions that may require **emergency medical care** at the activity or program **OR mark 'NONE'**

C. Please note any long-term medications or special care requirements or accommodations **OR mark 'NONE'**. (For medications that require administration at activity or program, please specify dosage/ timing / administration instructions and **common side effects of each medication**)

Athlete is cleared for competitive sports based on the assessment in the AAP Preparticipation Physical Evaluation 2nd Ed. (1997): Check YES or NO. This will cover patient for ALL YEARLY PHYSICALS for competitive sports.

Part 3: Immunization Information:

All areas of this section must be completed or an equivalent form attached with the physician's or health care provider's signature.

As required by D.C. Law 3-20, "Immunization of School Students Act of 1979" and DCMR Title 22, Chapter 1 (revised 03/21/97), the following immunizations are required. Medical exemptions from immunizations may be granted for valid reasons with proper documentation and certified and signed by the health care provider in Part 5.

DOH Immunization Program: 202-576-7130

Summary of REQUIRED Cumulative Number of Doses of Vaccine for PRESCHOOL aged children ¹				Doses Must Be Appropriately Spaced and Given at Appropriate Age				
Age of Child		DTaP/DTP/DT/Td ²	Polio ⁴	Hib ⁵	Hepatitis B	Pneumococcal ⁷	MMR ³	Varicella ⁶
Less than 2 Months		0	0	0	0	0	0	0
2-3 Months		1	1	1	1	1	0	0
4-5 Months		2	2	2	2	2	0	0
6-11 Months		3	3	3	3	3	0	0
12-17 months		4	3	3 or 4	3	4	1	1
18-60 Months		4	3	3 or 4	3	4	1	1

Summary of REQUIRED Cumulative Number of Doses of Vaccine for Children in GRADES KINDERGARTEN - 12 ¹				Doses Must Be Appropriately Spaced and Given at Appropriate Age				
Grade Level		DTaP/DTP/DT/Td ²	Polio ⁴	Hib ⁵	Hepatitis B	MMR ³	Varicella ⁶	
Grade	If Ungraded							
Kindergarten	(5 years)	5	4	Not required	3	2	1	
Grades 1 & 2	(6-7 years)	5	4	Not required	3	2	1	
Grades 3 - 5	(8-10 years)	5 doses or ≥3 doses Td	4	Not required	3	2	1	
Grades 6 - 12	(11-18+ years)	5 doses or ≥3 doses Td plus 1 Td booster if 10 years since last dose	4	Not required	3	2	<13 yrs = 1 dose ≥13 yrs = 2 doses	

All religious exemptions must be submitted to the school Principal & must be accompanied by a signed notarized statement from parent or guardian. Child care and Head Start children must obtain exemptions from child care or Head Start Director.

¹DTaP/DTP/DT/Td: 5 doses of DTaP/DTP are required for school entry unless the fourth dose is given on or after the 4th birthday. Three (3) doses of Td required if primary series started after 7th birthday. Td booster required every 10 years.

²Polio: Four doses are required for school entry, unless the third dose of an all-IPV or all-OPV schedule is given on or after the 4th birthday, in which case only 3 doses are needed. However, if the sequential or mixed IPV/OPV schedule was used, four doses are always required to complete the primary series. Polio not routinely required for students >18 years of age.

³Hib: The number of primary doses is determined by vaccine product and age the series begins. The last dose of Hib must be administered on or after 12 months of age, however, if only one (1) dose is given, it must be administered on or after 15 months of age. The vaccine is not required for students 5 years of age and older.

⁴MMR: Second dose required at 4 years of age. First dose must be given on or after the first birthday. Second dose may be given one month after the first dose. MMR and varicella must be given on the same day or separated by at least one month.

⁵Varicella: The varicella vaccine is not required for a student who has a reliable history of disease. One dose is required for students 12 years old or younger at the time of vaccination. If students is ≥13 years of age at time of vaccination, 2 doses are required. MMR and varicella must be given on the same day or at least one month apart.

⁶Pneumococcal Vaccine: Recommended for all children age 2 to 23 months. The number of primary doses is determined by age series begins. The final dose in the series should be given at age > 12 months. It is also recommended for certain children age 24 to 59 months.

Part 4: Tuberculosis & Lead Exposure Risk Assessment & Testing:

• **TUBERCULOSIS EXPOSURE RISKS?** Please assess risk of ALL patients for Exposure to Tuberculosis as defined by the AAP *Tuberculin Skin Test Recommendations for Infants, Children and Adolescents in the 2003 AAP RED BOOK page 646*. Current DC regulations require ONE PPD (Purified Protein Derivative) Test for all children entering child care or school, whichever comes first. PPD Test is also required for all children who are assessed as HIGH RISK OF EXPOSURE. Please note date of test and mark outcome of test (negative or positive). IF PPD IS POSITIVE, then mark outcome of chest X-Ray (CXR) and if child was treated. ALL POSITIVE PPD tests MUST BE Reported to DC T.B. Control at 202-698-4040.

• **LEAD EXPOSURE RISKS?** Please assess risk of ALL patients for exposure to lead using the AAP Statement "Screening for Elevated Blood Lead Levels" (1998). All children require a lead test between 9 and 12 months of age and again at 24 months of age. All children between 26 months and 6 years who have not had a lead test require at least ONE documented lead test unless assessed as HIGH RISK OF EXPOSURE. Please document "Date" of most recent test and "Result". Please indicate if "Pending": "Pending" results will be valid for two months from date of testing and will NOT exclude child from activity or program. ALL lead tests must be reported to DC Lead Poisoning Prevention by Fax: at 202-535-1398.

Part 5: Required Provider Certification and Signature

All information will be kept confidential. A physician or nurse practitioner must complete this part. By checking the yes box the provider certifies that the child has received age-appropriate screenings according to AAP and EPSDT guidelines within the current year. If no is checked please explain reason in space provided.

Part 6: Required Parental/Guardian Signatures. (Release of Health Information)

• The parent or guardian must print, sign, and date this Part. By signing this section the parent or guardian gives permission to the health examiner or facility to share the health information on this form with the child's school, childcare, camp, DOH, or the entity requesting this document.

Signature

Date

GAP Community Child Care Center

***209 Upshur St NW
Washington, DC 20011
(202) 462-3636
(202) 462-5942 Fax***

PERMISSION TO REQUEST AND WAIVER OF LIABILITY

I, hereby give permission for my child _____ to accompany GAP, Inc., the GAP Community Child Care Center, on field trips and hereby authorize GAP Inc., the GAP Community Child Care Center it's agents assigns employees or other person acting under it's directions or authority to arrange for medical or surgical care for my child an any emergency which may occur during the field trip to and from enduring the time my child is on the trip if they are unable to reach me by telephone.

I, _____ hereby release discharge and agree to hold harmless GAP Inc., the GAP Community Child Care Center it's agents assigns employees and all persons acting under it's directions or authority or in it's behalf for any or all claims, demands or liabilities arising out or in connection of the field trip.

Date

Signature of Parent/Guardian

I, _____ give GAP Inc., my permission to have my child's picture taken by legitimate newspaper and/or magazine i.e. The Washington Post, The Washington Times, Newsweek, Time Magazine, Howard University Community News and similar paper and magazines including mayor television channels including cable.

I, give GAP Inc., my permission to have my child's picture(s) shown on GAP's webpage, GAP's brochure, GAP's calendar, or any marketing or advertisement done by GAP Inc.

Date

Signature of Parent/Guardian

GAP Community Child Care Center

***209 Upshur St NW
Washington, DC 20011
(202) 462-3636
(202) 462-5942 Fax***

Emergency Numbers

Name of Mother: _____

Home Number: _____

Work Number: _____

Cell Number: _____

Name of Father: _____

Home Number: _____

Work Number: _____

Cell Number: _____

Important Numbers:

GAP Community Child Care Center

**209 Upshur St NW
Washington, DC 20011
(202) 462-3636
(202) 462-5942 Fax**

Parent's Handbook

I, _____ have received and understand the
Parent's Handbook of the GAP Community Child Care
Center.

Parent's Signature

Date