



Enrollment Checklist 2022-2023

- ☐ Enrollment Form including registration and supply fees
- ☐ Family Financial Responsibility Agreement
- ☐ Building Bridges Preschool Media Consent Form
- ☐ Building Bridges Emergency Information Form
- ☐ Building Bridges Individualized Medical Response Plan
- ☐ Building Bridges Family Information Form
- ☐ Certificate of Immunization status (CIS)



Building Bridges Preschool Enrollment Form 2022-2023

Child's Name: _____ Date of Birth: _____

Address: _____

Parent/Legal Guardian #1 Name: _____ Phone: _____

Employer: _____ Work Phone: _____

Parent/Legal Guardian #2 Name: _____ Phone: _____

Employer: _____ Work Phone: _____

Which class are you interested in enrolling your child?

_____ Early Learners (developmental age of 3): M-Th 8:30 - 11:30 am: \$350/month

_____ Experienced Learners (developmental age of 4): M-Th 12:30 - 3:30 pm: \$350/month

_____ Kindergarten Readiness (developmental age of 4 ½ - 5): M-F 12:30-3:30 pm: \$400/month

My child has a hearing impairment: YES / NO/ UNSURE

(You will have an opportunity to provide more detail on the Family Information Form)

My child is toilet trained during the day: YES / NO / OCCASIONAL ACCIDENTS

Do you have any developmental concerns for your child? (speech, motor, emotional):

Your initials next to each item indicates you have read, understand, and consent to our policies outlined below:

_____ I give my consent for my child to participate in Building Bridges Preschool operated by Milestones Pediatric Therapy, PLLC.

_____ I give my consent for my child to participate in developmental screenings.

_____ A \$50 registration fee is enclosed with this enrollment form. This fee reserves my child's spot in the program and is **non-refundable**. Your child will not be considered enrolled if the registration fee is not paid.

_____ In order to provide high quality multi-sensory learning experiences for our students, an annual **non-refundable** \$125 supply fee is due along with this enrollment form. Your child will not be considered enrolled if the supply fee is not paid.

_____ I am aware that there are video cameras in my child's classroom, indoor play areas, and outdoor play area. This is a closed video circuit with high security that can only be accessed by Milestones Pediatric Therapy employees, which includes the Building Bridges preschool team.

_____ I am aware that at times parents and/or individuals from the community may volunteer in our classrooms. All volunteers will need to complete a volunteer packet, which includes a background check, prior to assisting in our preschool programs.

_____ Drop off will occur on the entrance on Scott Street during the 10 minutes prior to the designated class start time. If you are late, you will need to wait in the Milestones lobby upstairs until someone is available to escort your child to class.

_____ Pick up will occur on the entrance on Scott Street during the 10 minutes following the designated class end time. If you are more than 10 minutes late, your child will be taken back to the classroom area and you will need to check in with the Milestones receptionist in the upstairs lobby area. Our late fees are outlined in the Family Responsibility Agreement.

_____ I understand that in order to ensure the safety of our staff and students, main access to Building Bridges Preschool off of Scott Street will be locked during school hours. If you need to access the preschool during school hours, please enter the building through the Milestones entrance and speak with the front desk receptionist.

Parent Name (printed): _____

Parent's Name (Signature): _____ Date: _____



Building Bridges Family Financial Responsibility Agreement

Person Responsible for Payment of Tuition and Fees:

Name: _____ Relationship to Child: _____

Address: _____

Phone: _____ Email: _____

Child's Name: _____

Your initials next to each item indicates you have read, understand, and consent to our policies:

_____ A \$50 registration fee and a \$125 supply fee must be paid to complete the enrollment process. These fees reserve my child's spot in the program and are **non-refundable**. If the class is full, we will refund these fees. To remain on our waitlist, we must retain your registration fee.

_____ I understand that the monthly tuition (\$350 for Early and Experienced Learner Classes and \$400 for Kindergarten Readiness Class) is due by the 1st of each month. If payment is not received by the 5th of the month, a \$35 late fee charge will be assessed. A \$35 fee will be assessed for returned checks or insufficient funds. I will not receive a monthly bill unless payment has not been received by the 5th of each month, at which time late fees will be assessed.

_____ I understand that my child's enrollment will be withdrawn on the first day of the calendar month following a month where the financial obligation was not met and/or special arrangements for payment were not made with the office manager or preschool director.

_____ If I withdraw my child during any given month after tuition is paid, that month's financial payment is **non-refundable**. I must notify the office manager or preschool director before the 5th of any month in which I plan to withdraw my child or that month's tuition will still be due.

_____ If siblings are enrolled, the first child will be charged our full tuition, and a 10% discount will be applied to the tuition of the additional children enrolled. If there are differences in tuition rates, the discount will be applied the lower tuition rate(s).

_____ **Late Pick-Up Fee:** A late fee for students not picked up within 10 minutes of the end of each school day is \$10. If a parent arrives later than 25 minutes of the end of the school day, an additional fee will accumulate at a rate of \$2/minute.

Signature of Financial Guarantor

Date



Building Bridges Emergency Information Form

Child's Name: _____ Date of Birth: _____

Parent/Legal Guardian #1 Name: _____ Phone: _____

Parent/Legal Guardian #2 Name: _____ Phone: _____

Child's Pediatrician: _____ Phone: _____

Insurance Company: _____ Policy #: _____

Emergency Contact Information (must provide 2 contacts)

Name: _____ Phone: _____

Name: _____ Phone: _____

Authorized Pick-up Individuals: Photo ID must be presented at time of pick-up.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

I give consent for sunscreen application: YES / NO

If yes, parent must provide a bottle of sunscreen with the child's name written on it.

Please list any current medical conditions and any medications your child takes regularly*:

Please list any food allergies*:

***I have completed an Individualized Medical Incident Prevention and Response Plan for my child's medical condition or food allergy: yes / no / none needed**

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

****YOUR SIGNATURE BELOW MUST BE WITNESSED BY SOMEONE FROM BUILDING BRIDGES****

LIMITED POWER OF ATTORNEY FOR EMERGENCY MEDICAL CARE

To Whom It May Concern: I, _____ (the parent or legal guardian) hereby give permission that my child, _____, may be given emergency treatment to include first aid and CPR by a qualified employee at Milestones, PLLC or Building Bridges Preschool. I further authorize and consent to medical, surgical, and hospital care, treatment and procedures to be performed for my child by my child's regular physician, or when that physician cannot be reached, by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child's health and I cannot be contacted. I waive my right of informed consent to such treatment. I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment. This consent covers the school year from September 2021 - June 2022.

Place Signed: Milestones Pediatric Therapy, PLLC/Building Bridges Preschool

Printed Name: _____

Signature: _____

Building Bridges Witness: _____

Date: _____

Date Reviewed by Preschool Director _____ Date Reviewed by Lead Teacher _____



Building Bridges Individualized Medical Prevention and Response Plan

Child's Name: _____ Date of Birth: _____

Medical Condition of Concern: _____

Special Preventative Accommodations: _____

Symptom(s): _____

Response Plan: _____

Symptom(s): _____

Response Plan: _____

Symptom(s): _____

Response Plan: _____

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

Reviewed and agreed upon by Preschool Director _____

Date _____

Reviewed and agreed upon by Lead Teacher _____

Date _____



Building Bridges Preschool Media Consent Form

I hereby give Milestones Pediatric Therapy, PLLC, the following selected permissions for my child's photo and/or video to be used in:

- YES / NO** **Classroom Communications:** Communications between Milestones' employees, families, and parents currently involved in Building Bridges Preschool. Examples: classmate photo book, private Facebook group, newsletters.
- YES / NO** **Promotional Materials:** Use in print (brochures, flyers), website, and/or social media for the purpose of promoting Building Bridges Preschool. My child's name will be omitted unless permission is obtained from legal guardian.
- YES / NO** **Internal Educational Purposes:** Use in staff and student training. I understand that my child's face and first name may be revealed.
- YES / NO** **Community Educational Purposes:** Use for parent and community based trainings. Verbal permission will be obtained if possible prior to the use of these materials.

My signature below is acknowledgement of the following:

- 1) I have read, understand, and agree to the preceding information.
- 2) I understand that this consent shall remain in effect unless cancelled by written notice.
- 3) I have received a copy of the consent form and I hereby give this authorization as a free and voluntary act.

Student Name: _____

Parent/Legal Guardian Name (printed): _____

Parent/Legal Guardian Signature: _____ Date: _____



Building Bridges Family Information Form

Child's Name: _____

My enrolled child has a hearing impairment: yes / no / unsure

Parent #1 has a hearing impairment: yes / no Parent #2 has a hearing impairment: yes / no

In order to help us best meet your family's communication needs, please briefly describe the level of hearing impairment, communication modalities used, and any hearing assistance technology used. If necessary, we will meet with you individually to obtain more information on how to best meet your family's hearing and communication needs in this setting.

Please list the names and relationship of important members of your child's family unit (e.g., step parents, domestic partners, grandparents, siblings - include ages, caregivers, etc.):

Is child/family currently being monitored by child protective services (CPS)? YES / NO

Is child currently in foster care? YES / NO

If yes to either question: Case Worker's Name: _____ Phone: _____

Do parents live in the same household? YES / NO

If not, please explain custody/visitation schedule: _____

Are there any restraining orders in effect*? YES / NO

If yes, who is the restraining order against: _____

Is there a court ordered parenting plan in effect*? YES / NO

***IF "YES" TO RESTRAINING ORDER OR PARENTING PLAN, COPIES OF THESE DOCUMENTS MUST BE ON FILE WITH BUILDING BRIDGES PRESCHOOL PRIOR TO YOUR CHILD'S PARTICIPATION IN THE PROGRAM.**

Is there anything else that you would like to share about your family in order to better meet your child's needs (e.g., new baby on the way, upcoming move, recent death in the family, etc.):

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

Date Reviewed by Preschool Director _____ **Date Reviewed by Lead Teacher** _____



Reviewed by: _____ Date: _____
Signed COE on File? ☐ Yes ☐ No

Child's Last Name:			First Name:			Middle Initial:			Birthdate (MM/DD/YYYY):					
<div><div>X</div><div>I give permission to my child's school/child care to add immunization information into the Immunization Information System to help the school maintain my child's record.</div></div>			<div><div>X</div><div>Conditional Status Only: I acknowledge that my child is entering school/child care in conditional status. For my child to remain in school, I must provide required documentation of immunization by established deadlines. See back for guidance on conditional status.</div></div>			<div><div>X</div><div>Parent/Guardian Signature Required if Starting in Conditional Status</div><div>Date</div></div>			<div><div>Documentation of Disease Immunity (Health care provider use only)</div><div>If the child named in this CIS has a history of varicella (chickenpox) disease or can show immunity by blood test (titer), it must be verified by a health care provider.</div><div>I certify that the child named on this CIS has: <input type="checkbox"/> A verified history of varicella (chickenpox) disease. <input type="checkbox"/> Laboratory evidence of immunity (titer) to disease(s) marked below.</div><div><input type="checkbox"/> Diphtheria <input type="checkbox"/> Hepatitis A <input type="checkbox"/> Hepatitis B <input type="checkbox"/> Hib <input type="checkbox"/> Measles <input type="checkbox"/> Mumps <input type="checkbox"/> Rubella <input type="checkbox"/> Tetanus <input type="checkbox"/> Varicella <input type="checkbox"/> Polio (all 3 serotypes must show immunity)</div></div>					
												▲		
												Licensed Health Care Provider Signature Date		
▲			Printed Name											
Required Vaccines for School or Child Care Entry			MM/DD/YY			MM/DD/YY			MM/DD/YY					
●▲ DTaP (Diphtheria, Tetanus, Pertussis)														
▲ Tdap (Tetanus, Diphtheria, Pertussis) (grade 7+)														
●▲ DT or Td (Tetanus, Diphtheria)														
●▲ Hepatitis B														
● Hib (Haemophilus influenzae type b)														
●▲ IPV (Polio) (any combination of IPV/OPV)														
●▲ OPV (Polio)														
●▲ MMR (Measles, Mumps, Rubella)														
● PCV/PPSV (Pneumococcal)														
●▲ Varicella (Chickenpox) <input type="checkbox"/> History of disease verified by IIS														
Recommended Vaccines (Not Required for School or Child Care Entry)														
COVID-19														
Flu (Influenza)														
Hepatitis A														
HPV (Human Papillomavirus)														
MCV/MPSV (Meningococcal Disease types A, C, W, Y)														
MenB (Meningococcal Disease type B)														
Rotavirus														
I certify that the information provided on this form is correct and verifiable.			Health Care Provider or School Official Name:			Signature:			Date:					
			If verified by school or child care staff the medical immunization records must be attached to this document.											

Instructions for completing the Certificate of Immunization Status (CIS): Print the from the Immunization Information System (IIS) or fill it in by hand.

To print with the immunization information filled in:

Ask if your health care provider's office enters immunizations into the WA Immunization Information System (Washington's statewide registry). If they do, ask them to print the CIS from the IIS and your child's immunization information will fill in automatically. You can also print a CIS at home by signing up and logging into MyIR at <https://wa.myr.net>. If your provider doesn't use the IIS, email or call the Department of Health to get a copy of your child's CIS: waisrecords@doh.wa.gov or 1-866-397-0337.

To fill out the form by hand:

1. Print your child's name and birthdate, and sign your name where indicated on page one.
2. Write the date of each vaccine dose received in the date columns (as MM/DD/YYYY). If your child receives a combination vaccine (one shot that protects against several diseases), use the Reference Guides below to record each vaccine correctly. For example, record Pediarix under Diphtheria, Tetanus, Pertussis as DTaP, Hepatitis B as Hep B, and Polio as IPV.
3. If your child had chickenpox (varicella) disease and not the vaccine, a health care provider must verify chickenpox disease to meet school requirements.
 - ☐ If your health care provider can verify that your child had chickenpox, ask your provider to check the box in the Documentation of Disease Immunity section and sign the form.
 - ☐ If school staff access the IIS and see verification that your child had chickenpox, they will check the box under Varicella in the vaccines section.
4. If your child can show positive immunity by blood test (titer), have your health care provider check the boxes for the appropriate disease in the Documentation of Disease Immunity section, and sign and date the form. You must provide lab reports with this CIS.
5. Provide proof of medically verified records, following the guidelines below.

Acceptable Medical Records

All vaccination records must be medically verified. Examples include:

- A Certificate of Immunization Status (CIS) form printed with the vaccination dates from the Washington State Immunization Information System (IIS), MyIR, or another state's IIS.
- A completed hardcopy CIS with a health care provider validation signature.
- A completed hardcopy CIS with attached vaccination records printed from a health care provider's electronic health record with a health care provider signature or stamp. The school administrator, nurse, or designee must verify the dates on the CIS have been accurately transcribed and provide a signature on the form.

Conditional Status

Children can enter and stay in school or child care in conditional status if they are catching up on required vaccines for school or child care entry. (Vaccine series doses are spread out among minimum intervals, so some children may have to wait a period of time before finishing their vaccinations. This means they may enter school while waiting for their next required vaccine dose). To enter school or child care in conditional status, a child must have all the vaccine doses they are eligible to receive before starting school or child care.

Students in conditional status may remain in school while waiting for the minimum valid date of the next vaccine dose plus another 30 days time to turn in documentation of vaccination. If a student is catching up on multiple vaccines, conditional status continues in a similar manner until all of the required vaccines are complete.

If the 30-day conditional period expires and documentation has not been given to the school or child care, then the student must be excluded from further attendance, per RCW 28A.210.120. Valid documentation includes evidence of immunity to the disease in question, medical records showing vaccination, or a completed certificate of exemption (COE) form.

Reference guide for vaccine trade names in alphabetical order

For updated list, visit <https://www.cdc.gov/vaccines/terms/usvaccines.html>

Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine
ActHIB	Hib	Fluarix	Flu	Havrix	Hep A	Menveo	Meningococcal	Rotarix	Rotavirus (RV1)
Adacel	Tdap	Flucelvax	Flu	Hiberix	Hib	Pediarix	DTaP + Hep B + IPV	RotaTeq	Rotavirus (PV5)
Afluria	Flu	FluLaval	Flu	HibTITER	Hib	PedvaxHIB	Hib	Tenivac	Td
Bexsero	MenB	FluMist	Flu	Ipol	IPV	Pentacel	DTaP + Hib + IPV	Trumenba	MenB
Boostrix	Tdap	Fluvirin	Flu	Infanrix	DTaP	Pneumovax	PPSV	Twinrix	Hep A + Hep B
Cervarix	2vHPV	Fluzone	Flu	Kinrix	DTaP + IPV	Prevnar	PCV	Vaqta	Hep A
Daptacel	DTaP	Gardasil	4vHPV	Menaetra	MCV or MCV4	ProQuad	MMR + Varicella	Varivax	Varicella
Engerix-B	Hep B	Gardasil 9	9vHPV	Menomune	MPSV4	Recombivax HB	Hep B		

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY call 711).