

Happy Tots Daycare Enrollment & Intake Form

Provider: Paola Rodriguez-Villalobos
Address: 229 Galyn Drive, Brunswick MD 21758
Phone: 301-500-8802 | Email: happytotstdaycaremd@gmail.com
License # 262347



Welcome to Happy Tots Daycare! We are so excited to have your family join our program.

Our goal is to provide a safe, loving, and structured environment where children learn through play, exploration, and daily routines. Our program offers a balance of indoor and outdoor activities, hands-on learning experiences, and age-appropriate materials that support each child's development. We provide nutritious meals and snacks, follow consistent daily schedules and communicate regularly with families about their child's progress. Our goal is to create a partnership with families to ensure every child feels secure, valued and excited to learn each day.

Please complete this packet and return all required forms at least 2 days before your child's first day of care.

1. Child Information

Child's Full Name: _____

Preferred name/nickname: _____

Date of Birth: _____ Age: _____ Gender: _____

Start Date: _____ Schedule (Days/Hours): _____ Languages Spoken at Home: _____

2. Parent/Guardian Information

Parent/Guardian 1: _____

Relationship: _____ Phone: _____

Email: _____ Prefer method of communication: _____

Address: _____

Parent/Guardian 2: _____

Relationship: _____ Phone: _____

Email: _____ Prefer method of communication: _____

Address: _____

3. Development & Family Background

What are your child's favorite toys or activities?

What are your child's dislikes or fears?

Does your child have a comfort item?

How does your child handle separation from parents?

How does your child express frustration or happiness?

Any food allergies or dietary restrictions?

Does your child feed themselves? (yes, no, or in progress)

Is your child potty trained? If so, how do you support potty learning at home? Pull-ups or diapers preferred?

Does your child nap? If so, what is their usual nap schedule? What is the nap routine at home?

What do you hope your child gains from daycare?

What family traditions or cultural practices does your family have?

Anything else you would like to share?

4. Collaboration with Early Intervention & Special Education Services

Happy Tots Daycare partners with families and community specialists to support each child's development. With parent consent, I will communicate and coordinate with early intervention or special education providers to reinforce recommended strategies during daily routines. All shared information remains confidential and is used only to help the child grow and succeed.

Parent Initials: _____

- a. Does your child currently have an IFSP (individualized family service plan) or an IEP (individualized education program)?

Yes No

- b. If yes, would you be willing to share a copy so I can better support your child?

Yes No Not at this time

- c. If your child currently receives services (speech therapy, occupational therapy, physical therapy, behavioral support, etc.) you may list them below if you feel comfortable sharing:

- d. Are there any specific strategies, supports, or routines used at home or in therapy that you would like us to continue here?

5. Permissions

Please review each section to grant or deny permission	YES (Please initial)	NO (Please initial)
Photo/Media (private use only), I grant permission for my child to be photographed for classroom use or daycare communication. All pictures posted in social media or websites will have the child's face covered to protect their privacy.		
Early intervention collaboration: I consent to share relevant developmental information with early intervention IEP/IFSP providers if applicable.		

6. OCC required forms.

The following Maryland Office of Child Care (OCC) forms must be completed and submitted as part of enrollment.

1. OCC 1215 - Health inventory form (completed by parent and child's physician)
2. DHMH 4620 - Lead testing certificate
3. DHMH 896 - Immunization certificate
4. OCC 1216 - Medication administration form (if applicable)
5. Signed parent contract.

8. Enrollment Agreement & Signatures

I confirm that the information provided above is accurate. I have reviewed and agreed to the Happy Tots Daycare Parent Contract and policies.

Parent/Guardian printed name: _____

Signature: _____ Date: _____

Parent/Guardian printed name: _____

Signature: _____ Date: _____

Provider printed name: _____

Signature: _____ Date: _____