



CHCNS Paperwork Checklist

Welcome to the Capitol Hill Cooperative Nursery School (CHCNS). We are pleased you will be joining us this school year. **All forms will be completed electronically in your family dashboard through Jovial.**

No child will be permitted to attend CHCNS until ALL paperwork is correctly submitted

Students:

1. DC Child Health Certificate + Vaccine Report
2. Record for Child Receiving Care Away Home
3. Authorization for Emergency Medical Treatment
4. Travel and Activity Authorization
5. DC Oral Health Assessment Form if your child is 3 years old
6. Medical Authorization Form (write "N/A" if your child will not receive medication while at school.)
7. Allergy Addendum (including photo for those with allergies)
8. CHCNS Photo/Video Release
9. CHCNS Bylaws Acknowledgement

For Parents/Guardians/In-Class Volunteers:

As a cooperative, CHCNS requires that a parent or authorized guardian perform classroom duty so that Ms. Frances always has adult support. Please provide these completed forms along with your child's forms for each person that intends to serve duty days in the classroom.

1. Child Development Facility Employee Health Information Form
2. Provider Health Certificate (Note: This requires proof of a negative TB test and physical)
3. Criminal Background Check (must be done through OSSE approved 'Field Print' process: clearance valid for two years).
4. DC Child Protection Registry report (required annually)
5. Capitol Hill United Methodist Church Sexual Misconduct Questionnaire

We are glad you have joined the CHCNS family!