

# Back Up Care Forms Packet

# All completed forms must be returned <u>on or before the child's first day of attendance</u>.

# FORMS REQUIRED

Back Up Care Application	
Personal Rights	
Parents' Rights	
* Physician's Report	
* * Immunization Records	
Medical & Emergency Information Sheet	
<b>Teacher Information Sheet</b>	
Disaster Information Card	
<b>* * *</b> Allergy Action Plan & Medication	

Please use this form as your checklist.

\* The Physician's Report may be returned within 30 days of first attendance, only if Immunization Records are provided on or before the first day of attendance, except as noted below for school-aged children.

\*\* The Immunization Records are not required for school-aged (K-5) children.

\*\*\* The Allergy Action Plan is required if the parent has indicated that the child has an allergy or condition that requires medication. If applicable, the child will not be accepted for care without this information.

Please don't hesitate to call or email us if you have any questions.

1468 Grant Road, Los Altos, CA 94024

Ph: 650-968-5957

Fax: 650-968-2052

admin@montecitopreschool.com

# **BACK UP CARE APPLICATION**

# **MONTECITO SCHOOL**

# 1468 GRANT ROAD, LOS ALTOS, CA 94024 PHONE: (650) 968-5957; FAX: (650) 968-2052 E-MAIL: <u>admin@montecitoschool.com;</u> WEBSITE: www.montecitoschool.com

ENROLLEE PRIVACY INFORMATION – Place a check r release any of your contact information to other p play dates or birthdays).		
CHILD'S/ENROLLEE'S FULL NAME:		
NICKNAME(S) (if applicable):	BIRTH DATE:	GENDER:
HOME ADDRESS:		
CITY, STATE:	ZIP CODE:	
HOME PHONE:	Ethnicity (Optional):	
DOES YOUR CHILD HAVE AN IEP? Y N IF	SO, PLEASE PROVIDE A CO	OPY FOR YOUR CHILD'S FILE.
IS ENGLISH YOUR CHILD'S FIRST LANGUAGE? Y	N IF NOT, PRIM	ARY LANGUAGE:
PARENT(S) CC	ONTACT INFORMATION	
Father's Name (if applicable):	Home Phone:	
Work Phone:	Cell Phone:	
Mother's Name (if applicable):	Home Phone:	
Work Phone:	Cell Phone:	
E-mail address:		
Please complete one (1) Application for En Parent(s) agree(s) to immediately notify School contained in this Application.		
I hereby give permission for my child to be photo trips. I understand that these pictures will only and/or advertising purposes.	ographed at Montecito be used by and for	School and/or on school field Montecito for school projects
Parent's Signature:	Date	
OFFICE USE ONLY – Start Date: Class Code	Room Code:	
1 <sup>st</sup> Case ID#: 2 <sup>nd</sup> Case ID#: _	3	B <sup>rd</sup> Case ID#:

### PERSONAL RIGHTS

#### Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
  - (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
  - (6) Not to be locked in any room, building, or facility premises by day or night.
  - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Department of Social Services		
ADDRESS		
2580 N. First Street, Suite 300 MS 29-08		
CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER
San Jose	CA	408-324-2148
	DETACH HERE	
TO: PARENT/GUARDIAN/CHILD OR AUTHORIZE	D REPRESENTATIVE:	PLACE IN CHILD'S FILE
California Code of Regulations, Title 22, at the time o PRINT THE NAME OF THE FACILITY)	of admission to: (PRINT THE ADDRESS OF THE FACI	LITY)
Montecito Preschool	1468 Grant Road, L	os Altos, CA 94024
PRINT THE NAME OF THE CHILD)		
SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)		
SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)		(DATE)

#### CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

#### PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

- Enter and inspect the child care center without advance notice whenever children are in care.
- File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
- Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
- Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
- Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
- Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name:	Department of Social Services - Community Care Licensing
Licensing Office Address:	2580 N. First St, Ste. 300 MS29-08, San Jose, 95131
Licensing Office Telephone #:	408-324-2148

- 7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
- Receive, from the licensee, the Caregiver Background Check Process form.
- NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

#### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

<u>Montecito School</u>
Name of Child Care Center
Signature (Parent/Authorized Representative)
Date
Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender"database go to www.meganslaw.ca.gov

# IMPORTANT INFORMATION FOR PARENTS

# CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children <u>cannot by law be given an exemption that would allow them to own.</u> <u>live in or work in a licensed child care home or center.</u> If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- · The crime
- · What they have done to change their life and obey the law
- · Whether they are working, going to school, or receiving training
- · Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <a href="http://ccl.dss.cahwnet.gov/RegionalOf\_1829.htm">http://ccl.dss.cahwnet.gov/RegionalOf\_1829.htm</a>

STATE OF CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY

PART A -	- PARENT'S CONS	ENT (TO BE COMPLE	TED BY PARENT)	
(NAME OF CHILD)	, born	(BIRTH DATE)	is being studie	d for readiness to enter
Montecito Preschool	. This Child C	Care Center/School provi	des a program which ex	tends from:
a.m./p.m. toa.m./p.m. ,	_ days a week.			
report to the above-named Child Care Cer	iter.			
	IDIONAL IDE OF DEDEMT. D	IN CONTRACT, CARD, CARD, THEY, AN OUT PROPERTY.	D REPRESENTATIVE)	(TODA9'S DATE)
		ORT (TO BE COMPLET		pane s read
Problems of which you should be aware:				
		ORT (TO BE COMPLET		
Problems of which you should be awate: Hearing:		ORT (TO BE COMPLE)		
Problems of which you should be aware: Hearing: Vision: Developmental:		ORT (TO BE COMPLE) Alergies: medicine: insect stings:		
Problems of which you should be aware: Hearing: Vision: Developmental:		ORT (TO BE COMPLET Allergies: medicine: insect stings: food:		
Problems of which you should be aware: Hearing: Vision: Developmental: Language/Speech:		ORT (TO BE COMPLE) Alergies: medicine: insect stings: food: aethms:		
Problems of which you should be aware: Hearing: Vision:		ORT (TO BE COMPLE) Alergies: medicine: insect stings: food: aethms:		

VACCINE	DATE EACH DOSE WAS GIVEN									
VACCINE	1	1st 2nd		3	rd	4	th	5	th	
POLIO (OPV OR IPV)	1	1	/	1	1	1	1	1	1	1
DTP/DTaP/ (ACELLULAR) PERTUSSIS OR TETANUS 2T/Td AND DIPHTHERIA ONLY)	1	1	1	1	1	/	1	1	1	1
MAR (MEASLES, MUMPS, AND RUBELLA)	1	1	1	1						
(REQUIRED FOR CHILD CARE ONLY) HIB MENINGITIS (HAEMOPHILIB B)	1	1	1	1	1	1	1	1		
HEPATTIS B	1	1	1	1	1	1				
VARICELLA (CHICKENPOX)	1	1	1	1						
Risk factors not present; TB si Risk factors present; Mantoux previous positive skin test doc Communicable TB disease	TB skir umente	n test perk d).		less						
I have 🗆 have not 🗆	nevi	ewed the	above info	mation v	vith the pa	rent/guar	dian.			
Physician: Address: Telephone					of Physica This Form ture		ed:			
				D F	hysician		ysician's A	Assistant	Nurse	Practic

## **MEDICAL AND EMERGENCY INFORMATION**

# MONTECITO SCHOOL 1468 GRANT RD, LOS ALTOS, CA 94024 PHONE: (650) 968-5957; FAX: (650) 968-2052

EMAIL: admin@montecitopreschool.com; WEBSITE: www.montecitopreschool.com

CHILD'S/ENROLLEE'S FULL NAME: **EMERGENCY & MEDICAL INFORMATION:** PHYSICIAN'S NAME: \_\_\_\_\_\_ PHONE(S): \_\_\_\_\_ DENTIST'S NAME: \_\_\_\_\_\_ PHONE(S): \_\_\_\_\_\_ As the parent, agency representative or legal guardian, I hereby give consent to Montecito School to provide all emergency dental or medical care prescribed by a duly licensed physician or dentist (child's name). This care may be given under whatever conditions are for necessary to preserve the life, limb or well being of dependent/enrollee/child. DATE:\_\_\_\_\_ SIGNATURE: CHILD'S/ENROLLEE'S ALLERGIES (IF APPLICABLE): Food(s): \_\_\_\_\_ Other Allergies:\_\_\_\_\_ Mild? Severe? Life Threatening? SEVERITY: Please describe on the Teacher Information Sheet what a typical allergic reaction has been in the past and discuss allergies with your child's teachers. Does the child require medication to be with him/her? Y\_\_\_\_ N\_\_\_\_ If yes, please see the Office for Medication Release Form & Allergy Action Plan to be completed by you and your child's physician & returned to School with the medication. **EMERGENCY CONTACT & PICK-UP INFORMATION:** Please list four (4) local contacts/people who may be contacted in case of an emergency AND the name(s) of person(s), other than parent(s) or guardian(s) listed above, authorized to pick up child/Enrollee from Montecito Preschool. Children WILL NOT be allowed to leave with any other person without written authorization from parent or quardian. NAME: CITY: PHONE(s): **RELATIONSHIP:** 1. 2. 3.

4.

# Montecito School TEACHER INFORMATION SHEET

CHILD'S NAME:	
CHILD'S CLASS:	BIRTHDATE:
MOTHER'S NAME:	OCCUPATION:
FATHER'S NAME:	OCCUPATION:
HEALTH & DEVELOPMENT INFORMATION:	
Does child have any food or other allergies?	If so, please list the foods/allergens:
Please describe what a typical allergic reaction has been	en in the past
Dietary restrictions (vegetarian? religious/cultural pre	ferences?):
What other illness(es), operation(s). injury(ies), or con	ndition(s) has child had?
Was your child born prematurely? If so, how	v premature?(Mos./wks.)
At what age did child begin walking?mos.;	talking?mos.
Please describe your child's typical sleep & napping p	atterns:
Please describe your child's typical eating patterns &	preferences:
CHILD'S QUESTIONNAIRE:	
Has child ever attended a nursery school?	_ If so, for how long?
Have caregivers other than parent(s) or guardian(s) ca	ared for child?
Will your child be in the care of someone else before	or after school? If so, please elaborate
Will your child attend another school in conjunction with I	· 1
Who is the child living with?	
What is the primary language spoken at home?	
Does your child have any speech delays?	

#### Child's Name\_\_\_\_\_

Please list the other members of your household including parents, grandparents, other children in the family, the children's ages and any extended family member(s) and roommates. Pets are family too!

Have there been any events in your child's life that have affected him/her such as divorce, death, illness or a move? If so, please elaborate.\_\_\_\_\_

\_\_\_\_\_

How does your child get along with his/her sisters and brothers?\_\_\_\_\_

How does your child get along with his/her peers?\_\_\_\_\_

How does your child handle separation?\_\_\_\_\_

Does your child need help with: Dressing himself/herself?\_\_\_\_\_

Going to the bathroom?\_\_\_\_\_

Any special words or gestures used to describe going to the bathroom?\_\_\_\_\_

What do you find most effective in redirecting and disciplining your child?\_\_\_\_\_\_

How would you describe/evaluate your child's personality?

Describe your child's strengths and weaknesses.

Please share any special customs or traditions your family honors or celebrates.

What do you hope your child will learn during their preschool year?\_\_\_\_\_

Additional comments\_\_\_\_\_

Thank you for completing this form. This questionnaire will be given to your child's teacher and also put in his/her office file. This information is only used by the teacher in order to better understand your child's needs and personality.

	Please provide a photo from shoulders up	Room Code (Teacher to complete
CHILD'S NAME:		
CHILD'S ADDRESS: _		
HOME TELEPHONE:_		
This number will o	MERGENCY CON only be used if the c en picked up within	hild is injured or
NAME:		
NUMBER:		
Please ret	turn this card to your t	eacher.
		)r
	ONTECITO PRESCHOO ER INFORMATION (please print clearly)	
	ER INFORMATION (please print clearly)	
DISAŠTI	(please print clearly)	
DISASTI	(please print clearly)	
DISASTI (Father's name, Work phone, Cell phone Mother's name, Work phone, Cell phone (Physician's name, Work address & Work ALLERGIES:	(please print clearly) (please print clearly)	
DISASTI (Father's name, Work phone, Cell phone Mother's name, Work phone, Cell phone (Physician's name, Work address & Work ALLERGIES:	(please print clearly)	
DISASTI Father's name, Work phone, Cell phone Mother's name, Work phone, Cell phone Physician's name, Work address & Work ALLERGIES: Under Emergency Condition	ER INFORMATION (please print clearly) ) ) (c) (c) (c) (c) (c) (c) (c) (c) (c	M CARD
DISASTI (Father's name, Work phone, Cell phone Mother's name, Work phone, Cell phone (Physician's name, Work address & Work ALLERGIES: Under Emergency Condition 1. (Name, phone and cell phone)	ER INFORMATION (please print clearly) () () () () () () () () () () () () ()	M CARD
DISASTI (Father's name, Work phone, Cell phone (Mother's name, Work phone, Cell phone (Physician's name, Work address & Work ALLERGIES: Under Emergency Condition 1. (Name, phone and cell phone) 2.	ER INFORMATION (please print clearly) (please	may take my child from
(Father's name, Work phone, Cell phone Mother's name, Work phone, Cell phone (Physician's name, Work address & Work ALLERGIES: Under Emergency Condition 1. (Name, phone and cell phone) 2. (Name, phone and cell phone) In the event of an emergen	ER INFORMATION (please print clearly) () () () () () () () () () () () () ()	may take my child from cell phone) cell phone)



Allergy Action Plan/Anaphylactic Reaction Emergency Procedure Form

STUDENT NAME		DOB	CLASSE	CLASSROOM		
ALLERGY TO						
ASTHMATIC	□ YES*	□ No	*HIGHER RISK FOR	SEVERE REACTIO	DN	
SIGNS OF A	NALLERGIC REACT	TION INCLUDE	THE FOLLOWING SYM	PTOMS:		
			APPLY TO YOUR CHILD			
			Swelling of Lips, Tongu	e or Mouth		
			Swelling of face or extre			
<b>STOMACH</b>	□ Nausea		inal Cramps $\Box$ Von		arrhea	
THROAT*	Tightening of				cking Cough	
	Shortness of Breath	[	Repetitive Coughing	□ Wheezing		
HEART*	Weak or thready pulse	. [	☐ Low blood pressure	□ Fainting	Pale skin	Blueness
OTHER*	Shortness of Breath Weak or thready pulse			- 0		
	otentially life-threateni	0				
The	e severity of symptoms	can quickly chan	ge. All of the above symptor	ns can potentially p	rogress to a life-threat	tening situation.
	nject intramuscularl		action, Staff will immed piPen®		ect® 0.3mg	
winject® 0.15h	ng					
Antihistamine.	give					
intillistamme.	51100		medication/dose/rout	e		
Other: give						
Julei. give			medication/dose/rou	te		
athma Inhalar						
Asunna Innaler			medication/dose/rou	te		
Tive both the F	EniPen® and the		medication simult	aneously	🗖 Yes 🗖 No	
sive obtai the L				uncousty.		
Tive	medication and ob	serve for	minutes. However,	if an an hylactic syr	nntoms (above) occu	ur give the
EpiPen®				ii anapiiyiaette syi	inploints (above) occu	ii give the
ph che						
			. 1 1 1 1		1 · · · ·	1 .
mportant: As	thma inhalers and/o	r antihistamin	es cannot be depended of	on to replace epir	hephrine in anaphy	laxis.
	N® HAS TO BE ADM					
	•	e child has been g	iven epinephrine for a possib	ie anaphylactic react	tion.	
	Parents.					
	mergency Card.	at alouated K	worm Engine adamstate -'-	vov Child	ma draway fallowing	adication
•			o warm. Ensure adequate air	• •	, ,	
<ol><li>If bre</li></ol>	atning stops at any time	e auring procedui	re, initiate rescue breathing i	mmediately. If brea	uning and pulse stops,	initiate CPK immediately

6. Stay with child until Parents or Paramedics arrive. If Parents are unavailable, a staff member will accompany child to hospital with a copy of the Emergency Card.

Parent must provide all medication that will not expire during the current school year on or before the first day of attendance.

Parent Name	Ph 1:			Ph 2:
Parent Name	Ph 1:			Ph 2:
Parent Signature (required)		_	Date:	
Physician Name:				
Physician Signature (required)				Date: