

DROP-IN CENTER ENROLLMENT CHECKLIST

ENROLLMENT FORM:

- Complete all sections thoroughly
- Blue Card ID number is needed to request front gate access

Authorized Permission for Emergency Pick Up: Adults who may be contacted in an emergency when the parent/guardian cannot be reached and to with whom the child may be released. Emergency personnel will only release a child to someone on this list in an emergency.

- You must list at least one person who is *not* the child's parent/guardian

Authorized Permission for Alternate Pick Up: Adults who are authorized to pick up the child. The Drop-In Center staff will only release your child to adults on this list. It is your responsibility to tell the staff at drop off if there will be an alternate pick up and the name of the adult picking up. Adults authorized to pick up a child should be prepared to show their license at the time of pick up.

Complete, sign, & date the following:

- **Emergency Authorization**
- **Parent Information Packet & Behavior Management Policy Agreement**
- **Permission for Activities away from Premises** (optional)
- **Photographic Consent & Release Preference Form:** (*A preference must be selected.* Children without authorization will be unable to be photographed during special events).

HEALTH ASSESSMENT RECORD:

HAR Part 1 – completed, signed, dated by parent/guardian

HAR Part 2 – completed, signed, dated by physician (date of exam must be within the year and updated every year)

HAR Immunization – updated immunizations

HAR Part 3 – dental form is not required

- If your physician requires emergency medication at school/child care facility, additional paperwork is required. Contact the director to set up a meeting.

INFLUENZA VACCINE REQUIREMENTS FOR CHILDREN UNDER 5-YEARS-OLD:

- Connecticut law requires that children ages 24–59 months receive at least one dose of the flu vaccine each year between August 1 and December 31 to attend school. This includes children who attend licensed child care programs. Documentation of the flu vaccination between August 1 and December 31 must be submitted prior to December 31 to avoid a lapse in services.