

**IDENTIFICATION AND EMERGENCY INFORMATION
CHILD CARE CENTERS/FAMILY CHILD CARE HOMES****To Be Completed by Parent or Authorized Representative**

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					BIRTHDATE
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

☐

CALL EMERGENCY HOSPITAL

☐

OTHER

EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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CHILD’S PREADMISSION HEALTH HISTORY—PARENT’S REPORT

CHILD'S NAME SEX		BIRTH	DATE
FATHER'S NAME DOES		FATHER LIVE IN HOME WITH CHILD?	
MOTHER'S NAME DOES		MOTHER LIVE IN HOME WITH CHILD?	
IS /HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN? DATE		OF LAST PHYSICAL/MEDICAL EXAMINATION	

DEVELOPMENTAL HISTORY (*For infants and preschool-age children only)

WALKED AT*	BEGAN TALKING AT*	TOILET TRAINING STARTED AT*
MONTHS	MONTHS	MONTHS

PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR? LIST	ANY ALLERGIES STAFF SHOULD BE AWARE OF
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DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*
DIET PATTERN: BREAKFAST (What does child usually eat for these meals?)		WHAT ARE USUAL EATING HOURS?
LUNCH LUNCH _____		BREAKFAST _____
DINNER _____		DINNER _____

ANY FOOD DISLIKES? ANY	EATING PROBLEMS?
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IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	

PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR: DOES	CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES CHILD USE ANY SPECIAL DEVICE(S):	IF YES, WHAT KIND: DOES	CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S SIGNATURE DATE

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

Medication Dispensing Authorization

This document serves as authorization from parent(s) or authorized representative that medication may be dispensed by preschool personnel to the child.

Name of parent(s) or authorized representative:

Signature of parent(s) or authorized representative:

Comments (if any):

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:

NAME

CCLD Regional Office

ADDRESS

750 The City Drive, Suite 250

CITY

Orange CA

ZIP CODE

92868

AREA CODE/TELEPHONE NUMBER

714-7032810

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE 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:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. 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.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: CCLD Regional Office

Licensing Office Address: 750 The City Drive, Suite 250, Orange CA 92868

Licensing Office Telephone #: 714-703-2810

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.
8. 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.

Name of Child Care Center

Signature (Parent/Authorized Representative)

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

Preschool Policies Summary

Please read the Parent Handbook available online on our website with more details, to add to the information below. This is primarily a summary of the preschool policies.

Information posting and updating policy

As and when there is any update in the preschool policies, operations, events, calendar, parent handbook, etc., the update is provided online on the public web presence of the preschool for everyone to stay informed. It is the responsibility of the parents' to read up on the information provided in the parent handbook, web, etc.

Tuition Fees

We accept payments of cash or checks made payable to: "Montessori". Please write your child's name on each check. A 5% surcharge is applied to payments made online by credit or debit (or similar) cards. The monthly fees is the same every month even though the number of attending days due to holidays and breaks are different.

Fees due date and related late fees

Before the first day of a child's attendance, the tuition fee for one month is required. Partial first month payment (if any) is pro-rated as the second payment. Tuition is due on 20th day of every month, for the following month. For students whose fees are not received in time, a late fee of \$10 will accrue for each subsequent day of that month till the tuition fee is received. The student will not be allowed to attend and will be considered dropped off from the program, if the tuition fees along with the accrued late fees are not received by the end of the prior month.

Re-registration

A non-refundable registration fee is charged to insure your child a spot. An annual re-registration fee is charged each subsequent year after enrollment.

Napping kit policy

Anyone attending between the hours of 1pm – 3pm, and at the preschool for more than half a day, is required to buy a \$25 napping kit from the preschool. The kit must be taken home every last attending day of the week to be washed and brought back over the first day of the next week.

Diaper Policy

"Potty trained" child is defined as a child who is in underwear, does not need assistance while going to the restroom (pulls pants up/down), and has less than one accident a week. Parents are required to provide an adequate supply of diapers and wipes for daily use. It is the responsibility of parents (not staff) to periodically check for diapers and wipes still left, so more can be brought in as soon as needed.

Illness policy

Preschool staff members check children for any visual or other obvious signs of illness. Any child who shows signs of illness that may compromise the health of other children or staff is not permitted to attend the preschool. Whenever illness observations are made, parents are called to pick up their children immediately. Children absent due to illness are not allowed to attend preschool unless they have spent at least 24 hours at home in good health just prior to attending preschool.

Conflict of interest in sharing personal information with staff

Please do not exchange personal information with staff, including phone numbers, email addresses etc. Please don't send Friends request on social networks like facebook etc. to any staff members. Any contact with staff should be through the school contact number and during school hours only. Please do not invite any staff members to any of your children's birthday parties, or for babysitting, etc.

Parent's Signature: _____

Date: _____

No make-up days or trading days policy

No make-up days are provided. One child spot may not be traded with another child's spot for any reason. No refunds will be given for days your child is absent for any reason. Please call the school and inform us of the reason for your child's absence from school. If your child has an unexplained absence of more than one week, it will be assumed that they have been dropped from our preschool.

Absence due to Summer vacation

No fees need to be paid for a vacation longer than 3 weeks. Full tuition is due for any time taken off less than that. In order to maintain the spot, one month tuition must be paid before leaving for any vacation. Else the child is considered disenrolled and full non-refundable registration fee will be charged again with new monthly rates.

Absence due to vacation at times other than summer (or other reasons)

The tuition rates are set lower on an assumption that all children/parents do take some vacation every year. Any time taken off without payment of tuition fee is considered as dropping off from the program. The seat opened up by the child dropped off from the program will be allotted to the next child on the waiting list.

Discontinuing from the program: 30-day notice a must for \$100 deposit refund

A deposit of \$100 expected at the beginning of the program is refunded only if a written 30-day discontinuation notice is given. You are responsible for the tuition for this full month. Upon leaving we would hope that families comply with our signed tuition agreement. We will use a collection agency to collect the outstanding money due to us, if a balance is not paid upon leaving. Those signed up for a trial program will be charged a trial fee of \$50/day.

Personal items left at preschool:

Any personal items left at preschool by any non-attending student are donated.

Staffing policy

There is a high turn-over rate in the field of childcare/preschool teaching. Staff at our different locations is often swapped for various preschool needs. Multiple staff members often teach children at different times.

Digital Recording policy

Multiple events/activities at (or related to) the preschool are often digitally recorded (photographed, video-taped, etc.) by parents, accompanying relatives, designated pick-up/drop-off individuals, children attending classes, staff members and others. These digital recordings may be shared (or published) by these individuals with others on social media, or elsewhere.

Dismissal policy

Not all children fit in all care environments. Not all customers' expectations of services can be met always either. We reserve the right to refuse service to anyone, and terminate any child, at any time without any prior notification. Any termination or disenrollment will not result in any refund of any portion of any prior payments.

Penalties/fees for non-compliance

If your child is repeatedly picked-up late, a late fee of \$10 would need to be paid at the time of pick up. It is considered late pick-up if the child is still in the facility after the time they are enrolled for. More than 10 minutes late accrues additional \$1/minute. If any parent misses to adequately sign in or out, in a timely manner, they will be charged \$10 per inadequate or missing signing. Sign-in sheets are legal custody documents. Preschool will temporarily provide napping kits, (or appropriate water-bottle) for any day that parents forget or choose not to bring their kit. The parents will be charged \$10 per day for it.

Parent's Signature: _____

Date: _____

Disenrollment policy

Preschool reserves the right to discontinue the services to any child at any time. There are many reasons including a few outlined below, for the parent of a child to seek care elsewhere.

Fitting in the program: Children are expected to be normalized quickly and be able to follow the curriculum and schedule. Though we wish that all children who enroll with us, fit the program well, but it is not always possible. Some children have needs that can be better served elsewhere. If based on our assessment, the child in general does not fit well in the program then we reserve the right to dis-enroll the child at any point. Sometimes medical developmental delays might be the reason.

Biting, scratching, kicking, pushing/shoving: Safety of others in the facility is of utmost importance to us, so any child who engages in any such actions may be expelled from the preschool.

Eating, drinking/sipping from other kids food items: Sipping from any other child's straw is unhealthy. So is eating other kids food or drinks. It is not permitted at this preschool.

Talking back, misbehaving with staff or other kids: One child misbehaving in the class can cause a break in harmony of the class impeding other children's learning. Other kid's parents don't like this. Children are expected to listen to the staff and comply with the rules of the class.

Hygiene: No parent likes to see any other children in the class in a unhygienic manner. It is a health and safety issue. Parents are requested to keep the nails of children short, so they are not a safety hazard for other children, staff and themselves. When kids are brought to preschool their hair shall be combed, trimmed, and tied up as needed. Their face and nose shall be clean. No pajamas permitted.

Excessive crying or separation anxiety: Some children have excessive separation anxiety and they are not yet ready to be away from their parents. We assess each child at the start of their joining, but it is not uncommon for kids to have a phase where they develop separation anxiety. Sometimes a break in routine of sleep patterns at home may also cause a child to cry. We request parents to develop a routine for children at home. Other kids nap or learning attention or supervision is impacted by another child crying. Parents of other children do not like their children's learning impacted by any crying child. Excessively crying children's parents will be called to immediately take them home.

Everyday enrollment initially, a must for excessively crying children: When children are enrolled for every day, the trauma of crying for children is minimized, and they get used to the preschool faster. Thereafter, the parents may cut down the number of attending days to their choice. Preschool reserves the right to disenroll any excessively crying child whose parents choose not to bring them every day.

Parents' alignment with program: We reserve the right to disenroll a child if any parents are not aligned well enough with the program. Typical signs of misalignment are: routine tardiness, little involvement in discussions about child's needs, impolite mannerisms, arguing with preschool staff, difference of opinion on childcare methods, not enrolling child for enough time/days for child to adjust sooner, etc. We request parents to work with us in improving children's learning of what is considered appropriate social behavior. Where possible, we try to align with parents in methodology to help children improve. Children love to come to preschool, so at times, even a hint of the fact that the parents might come in to pick them up in the middle of school day is enough for students to comply and behave better. So that children understand that we are not bluffing we expect parents to pick up kids in the middle of the day whenever asked for. As a higher deterrent we may also suggest keeping child stay at home and skip school. Our expectation is for parents to work with us on this.

\$50 per day usage fee on disenrollment: Any child disenrolled or having to leave or miss the preschool for any reason, has to pay the tuition for the duration enrolled. Payment for that partial month duration is calculated at the rate of \$50 per day, for all programs. Those signed up for a trial program will be charged a trial fee of \$50/day. Registration fees is non-refundable and is consumed fully at the time of registration.

\$100 deposit refunded only if a written 30-day disenrollment notice is given: A deposit of \$100 expected at the time of enrollment will be refunded only if a written 30-day notice is given prior to disenrollment.

Parent's Signature: _____

Date: _____

Admission agreement

Description of basic services:

We provide education and care to preschool age as well as school age children. To preschoolers, we teach about colors, numbers, shapes, phonics, reading, writing, math, arts, craft, songs, group activities, and socializing. School age children are provided their grade level education.

Optional services:

Based on needs of parents and children optional services are offered like teaching Spanish, piano, etc.

Payment provisions:

We accept payments in the form of checks.

Promotions with different rates are offered from time to time. Parents are requested to sign-off on the rates that they are offered at the time of joining a program. One should check the website for the most current rates for specific sessions and any additional services. Rates for all services are subject to change at any time. The customers who are affected by any rate changes are notified in advance to make a choice of whether or not to continue to keep the child in the program with the changed rates.

- **Rate for basic services:**

As an example, the generic monthly rate for typical 3 hour sessions is approximately \$600 for those who are enrolled for one session 5 days a week program. Parents may choose to sign up for one or more sessions in a day and their tuition fees are accordingly changed.

- **Rate for optional services:**

As an example, the generic monthly rate for optional classes like Spanish or Piano is approximately \$50 for those taking one class a week. Parents may choose to sign up for one or more classes every week and their tuition fees are accordingly changed.

- **Payor:**

The parents of the children are responsible for making the payments.

- **Due date:**

All payments for the next month's services are due before the beginning of the month.

Parent's Signature: _____

Date: _____

- **Frequency of payments:**

The parents make payments on a monthly basis for services provided.

Modification conditions:

In order to modify the sessions, days or fees for the program, the parents shall connect with the school administrator before the services are provided.

Refund policy:

Within a week of joining the program if a parent chooses to pull their children out, the refund will be made for the unused portion of the fees paid in advance.

Termination conditions:

Services will not be provided to those who have not paid their fees due by the time they are due. Enrollment will be terminated for those who have not paid one week past the due date.

Any child whose actions or company are unsafe for others in the school will be terminated from the program.

Any parent who is repeatedly late for picking up their child, will be terminated from the program.

Rights of licensing agency:

Licensing agency has the right to visit and inspect the facility at any time. The licensing agency may interview any child, their parents or any staff member.

Parents' signature and date:

Parents shall write their full legal name, sign and date at the bottom of this page to acknowledge that they are aware of all the admission agreement policies.

Full Legal Name: _____

Legal Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

PARENT NOTIFICATION**ADDITIONAL CHILDREN IN CARE**

As required by Health and Safety Code Sections 1597.44(c) and 1597.465(c), you are hereby advised that: *(Check one)*

- ☐ I am licensed as a Small Family Child Care Home and may provide care for a maximum of 8 children when one child is enrolled in and attending Kindergarten or elementary school and another child is at least six years old and no more than two infants are in care.
- ☒ I am licensed as a Large Family Child Care Home and with an assistant, may provide care for a maximum of 14 children when one child is enrolled in and attending Kindergarten or elementary school and another child is at least six years old and no more than three infants are in care.

38 Water Lily, Irvine CA 92606

(PRINT FACILITY ADDRESS)

(CUT ALONG DOTTED LINE)

RECEIPT OF PARENT NOTIFICATION

I acknowledge receipt of the notification that this Family Child Care Home will/may be providing care to 8 or 14 children.

(PARENT/AUTHORIZED REPRESENTATIVE SIGNATURE)

(DATE)

(CHILD'S NAME)

Maintain this signed receipt in each child's file.

**AFFIDAVIT REGARDING LIABILITY INSURANCE
FOR FAMILY CHILD CARE HOME****SECTION A:**

I/We, the parent(s)/guardian(s) of _____,
(Child's Name)

acknowledge that Seema Choudhary _____,
(Licensee's Name)

the licensee of Seema Choudhary _____,
(Name of Family Child Care Home)

has informed me/us that this facility does not carry liability insurance or a bond in accordance with standards established by Family Child Care statute.

SECTION B: To be completed only if licensee does not own premises or the licensee is a member of a condominium or Homeowner's Association.

I/We, the parent(s)/guardian(s) of _____,
(Child's Name)

acknowledge that Seema Choudhary _____,
(Licensee's Name)

the licensee of Seema Choudhary _____,
(Name of Family Child Care Home)

has informed me/us that she/he does not own the premises or is a member of a condominium or Homeowner's Association, and the liability insurance, if any, of the owner/Homeowners' Association may not provide coverage for losses arising out of, or in connection with, the operation of the family child care home, except to the extent that the losses are caused by, or result from, an action or omission by the owner/Homeowners' Association, for which the owner/Homeowners' Association would otherwise be liable under the law.

Signature of Parent(s)/Guardian(s)

Date

NOTE: The law requires Family Child Care providers to carry liability insurance or bond in the amount of \$300,000 annually or to maintain this signed statement in the facility file. Lack of a bond or insurance does not effect the right of parents to bring legal action against the facility.

FAMILY CHILD CARE HOME NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

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

1. Enter and inspect the family child care home without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the family child care home, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the family child care home without discrimination or retaliation against you or your child.
5. Be notified and receive, from the licensee, a written notice that lists the name of any person not allowed in the family child care home while children are present. **(NOTE: This notice is only required when the Department has, in writing, excluded someone from the family child care home on or after January 1, 2001).**
6. Request in writing that a parent not be allowed to visit your child or take your child from the family child care home, provided you have shown a certified copy of a court order.
7. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing
 Licensing Office Address: 750 The City Drive, Suite 250, Orange CA 92868
 Licensing Office Telephone #: 714-703-2800

8. Be informed by the licensee, upon request, of the name and type of association to the family child care home 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.
9. Receive, from the licensee, the Caregiver Background Check Process form.
10. Be informed, by the licensee, that the facility has or does not have liability insurance (or a bond) that covers injury to clients due to the negligence of the licensee or employees of the facility.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE FAMILY CHILD CARE HOME 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 995A (8/08)

(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 "FAMILY CHILD CARE HOME NOTIFICATION OF PARENTS' RIGHTS", the CAREGIVER BACKGROUND CHECK PROCESS and the FAMILY CHILD CARE CONSUMER AWARENESS INFORMATION form from the licensee. Seema Choudhary
 Name of Family Child Care Home

Signature (Parent/Authorized Representative) _____ Date _____

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

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

LIC 995A (8/08)

ACKNOWLEDGEMENT OF RECEIPT OF LICENSING REPORTS

I, as the parent/legal guardian of _____, currently attending or newly enrolled at _____ child care center/family child care home acknowledge I have received the following information as required by Health and Safety Code sections 1596.8595 and 1596.8895.

- ☐ Copy of any licensing report that documents a Type A deficiency cited at this facility; Type A deficiencies are those that, if not corrected, represent an immediate risk to the health, safety or personal rights of children in care. This includes facility visits and substantiated complaint investigations.

Date(s) of licensing report(s) provided: _____

- ☐ Copy of licensing documents pertaining to a conference conducted by a local licensing agency management representative and the licensee of this child care center/family child care home in which issues of noncompliance are discussed.

Date of document provided: _____

- ☐ Copy of the Accusation Summary indicating the Department's intent to revoke the license of this child care center/family child care home, until that accusation is either dismissed or resolved through the administrative hearing process or stipulated agreement.

Date of document provided: _____

- ☐ As a parent/legal guardian of a newly enrolled child in this child care center/family child care home, I have been provided the documents identified above received by the licensee during the 12-month period prior to my child's enrollment.

My signature below verifies I have received the documents identified above.

PARENT/LEGAL GUARDIAN SIGNATURE:

DATE DOCUMENTS RECEIVED:

<p>Licensed Child Care Center and Family Child Care Home P A R E N T N O T I F I C A T I O N R E Q U I R E M E N T S</p>
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Beginning January 1, 2007, the law requires that licensees post and hand out copies of information, to parents of children in care, about the child care facility's compliance with licensing rules. As a licensee, you must comply with the following:

At the conclusion of each visit a Licensing Program Analyst (LPA) will post a Notice of Site Visit (LIC 9213) inside the main entrance door. It must remain posted for 30 days.

- ☆ Removal of any posted documents before 30 days is a \$100 civil penalty violation

If you are cited for a **Type A violation**, upon receipt of the licensing report, you must:

- ☆ **Post the LIC 809 or LIC 9099** (for 30 days – inside the main entrance door)
- ☆ **Provide copies to parents** no later than the next business day or the next day the child is in care
- ☆ **Obtain parental signature** and date on LIC 9224 or written statement (receipt)
- ☆ **Keep a Record** - Keep LIC 9224 or signed written statement in the child's file
- ☆ **Post proof of correction** (for 30 days – inside the main entrance door)

Following a meeting with the local Child Care Licensing Manager in which issues of noncompliance are discussed, you will receive a licensing document and you must:

- ☆ **Provide copies to parents** no later than the next business day or the next day the child is in care
- ☆ **Obtain parental signature** and date on LIC 9224 or written statement (receipt)
- ☆ **Keep a Record** - Keep LIC 9224 or signed written statement in the child's file

Following a notice from the Department of Social Services, Legal Division that an **accusation to revoke your license** has been filed, you will:

- ☆ **Provide copies of the summary of charges to parents** no later than the next business day or the next day the child is in care
- ☆ **Obtain parental signature** and date on LIC 9224 or written statement (receipt)
- ☆ **Keep a Record** - Keep LIC 9224 or signed written statement in the child's file

When you **enroll a new child** at your facility, you must:

- ☆ **Provide copies of any of the above documents you received during the prior 12 months, to the new child's parents**
- ☆ **Obtain parental signature** and date on LIC 9224 or written statement (receipt)
- ☆ **Keep a Record** - Keep LIC 9224 or signed written statement in the child's file

Failure to provide the required documents to parents and to keep copies of the LIC 9224 or written statement signed by the parents will result in a citation the next time your LPA visits your child care center or family child care home.

If you need more information or forms, you may go to our Community Care Licensing website at www.cclcd.ca.gov.

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

**FACT SHEET****ASSEMBLY BILL 633
CHILD CARE PARENT NOTIFICATION REQUIREMENTS
EFFECTIVE JANUARY 1, 2007****Documents to be Made Accessible to the Public:**

The Licensee, upon receipt, shall make accessible to the public any licensing report, any licensing documents pertaining to a conference conducted by a local licensing agency management representative and the licensee in which issues of noncompliance are discussed, and/or a copy of an Accusation that indicates the licensing agency's intent to revoke the facility's license.

Documents to be Provided to Parents/Legal Guardians:

Upon receipt by the licensee, the licensee is to provide to parents/guardians the following:

- Copies of any licensing report that documents a Type A citation - this includes facility visits and substantiated complaint investigations.
- Copies of any licensing documents pertaining to a conference conducted by a local licensing agency management representative and the licensee in which issues of noncompliance are discussed.
- Copies of a summary of an accusation indicating the Department's intent to revoke the facility's license, until that accusation is either dismissed or resolved through the administrative hearing process or stipulated agreement.
- Copies of any of the above licensing documents the licensee has received in the prior 12 months shall be provided to parents/guardians of newly enrolling children, upon enrollment.

The licensee shall keep verification of receipt in each child's file at the facility.

Administration of Child Care Programs:

Within 90 days of employing a new director a child care center licensee shall secure verification that the newly hired director has completed attendance at an orientation given by Licensing and verification of such shall be kept on file.

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 or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, 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 **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. 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 <http://ccld.ca.gov/contact.htm>

FAMILY CHILD CARE CONSUMER AWARENESS INFORMATION

Family Child Care (FCC) is provided by the home of a licensed provider for up to eight children with one adult or up to 14 children with one adult and one assistant. FCC homes provide a home like setting. Making sure that the licensed FCC homes are providing safe care is the job of the licensing agency, the parents and the provider.

HEALTH and SAFETY CHECKLIST

You should check for basic health and safety practices in the home. Your FCC Provider, by state law and regulation, must do the following:

- ☐ Get a license from the local licensing agency.
- ☐ Provide care to no more than eight children (with no more than two children under age 2) or 14 children with an assistant (with no more than 3 children under age 2).
- ☐ Make sure the home has heat in cold weather and is cool in hot weather.
- ☐ Keep detergents and cleaning products out of children's reach.
- ☐ Make sure swimming pools are fenced or have a pool cover.
- ☐ Baby gates must block stairs in facilities when children less than five years old are in care.
- ☐ Store guns, other weapons, and poisons in locked areas.
- ☐ Have an emergency plan in case of fire or earthquake.
- ☐ Keep an emergency information card on every child in care.
- ☐ Keep a fire extinguisher and working smoke alarm in the FCC home.
- ☐ Provide a smoke free environment.
- ☐ Not use baby walkers, bouncers or similar items.

WHAT SHOULD THE FAMILY CHILD CARE HOME PROVIDE?

You should get answers to these questions before placing your child in the home:

- Is the home clean and safe?
- Are there enough toys and games?
- How will my child be disciplined? (**Spanking, hitting, slapping, shaking and so forth are not permitted in licensed homes.**)
- What meals will my child be given?
- How will the food I bring be stored and prepared?
- Is there enough room (*indoor and outdoor*) for my child to play?
- What activities are planned for my child?
- How will my child be cared for when he or she gets sick?
- How many other children will be in care?
- What ages are the other children?
- What are the sleeping/napping/rest arrangements?
- How will I find out if my child is hurt or injured while in care?

DISCUSS THE FOLLOWING WITH THE PROVIDER:

- **Setting times** for arrival and pickup.
- **Bringing items** from home (*food, toys, change of diapers, change of clothes, toothbrush, infant furniture, and so forth*).
- **Providing instructions** for giving medicines or special food.
- **Providing telephone numbers** for home, work, spouse's work, doctor and neighbor.
- **Providing a list of names** and telephone numbers of people who may pick up your child.

GOOD CHILD CARE INCLUDES THESE THINGS:

- **A provider** who provides warm and loving care and guidance for your child, and who works with you and your family to make sure your child grows and learns in the best way possible.
- **A home** that keeps your child safe, secure, and healthy.
- **Activities** that help your child grow mentally, physically, socially and emotionally.
- **Your involvement** in your child's care.

WHAT ARE PARENTS' RESPONSIBILITIES?

The California Department of Social Services licenses homes to provide child care, and wants you to understand the licensing laws and the ways in which you can check the quality of care your child receives.

WHAT SHOULD PARENTS DO?

- **Ask** to see the FCC home license. Homes caring for children from more than one family must be licensed.
- **Check** the condition of the FCC home frequently. Parents have the legal right to "drop in" at any time care is being provided.
- **Know** your rights as a parent by reading and keeping the Notification of Parents' Rights form.
- **Make sure** the Parents' Rights Poster is displayed in the home.
- **Watch** how your child acts in the home.
- **Listen** to what your child tells you about the care received in the home.
- **Talk** with the provider about any problems. Inform the provider of anything in the home which could hurt your child.
- **Call or write** the licensing agency if the provider fails to fix a hazard or if you believe your child has been harmed while in the provider's care. (See "How to file a complaint")
- **Ask** to see the licensing reports on file in the home.
- **Call or visit** the licensing office and ask to look at your provider's licensing file
- **Ask** if there are any adults in the home that have a criminal background.

PARENTS OF BABIES SHOULD ENSURE THAT:

- The baby receives **good nutrition** and is fed at the proper times.
- **A stimulating environment** is provided.
- The provider gives **emotional support**, and holds the child regularly.
- The provider cares for **no more than four babies**.
- Babies are **placed on their backs** when put down to sleep or nap.

HOW TO FILE A COMPLAINT ABOUT A FAMILY CHILD CARE HOME

COMPLAINT PROCESS

1. If you think a FCC provider is breaking the licensing laws, you may file a complaint with the local licensing office. You can find the address and telephone number in the following ways:
 - the provider's license
 - your copy of the Parents' Rights Notification form
 - the telephone book under:

**STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING**

OR

**COUNTY OF _____
WELFARE OR SOCIAL SERVICES DEPARTMENT
CHILD CARE LICENSING**

- The California Department of Social Services Community Care Licensing Division's website at www.cclcd.ca.gov
2. Call or write your local licensing office and explain your complaint. Your name will remain anonymous unless you give us permission to use it. You will be notified of the results when the investigation is done.
 3. If you believe your child is being physically or sexually abused, you should also report it to your local Police Department or Sheriff's Department.
 4. Contact the local licensing office about any issues or questions you may have.
 5. To learn more about the Child Care Licensing program and services, please visit our website. There you will find child care licensing updates, regulations, and information about the child care advocate program.

WHEN YOU REPORT SUSPECTED VIOLATIONS YOU NOT ONLY PROTECT YOUR CHILD BUT ALSO PERFORM A SERVICE TO YOUR COMMUNITY.

WHAT THE LICENSING AGENCY DOES

- Visits each FCC home before issuing a license to operate.
- Does criminal background checks and child abuse index checks on all adults in the home.
- Requires tuberculosis (TB) tests of providers.
- Investigates complaints.
- Makes unannounced visits to the FCC home.
- Denies applications and revokes licenses when necessary.

PHYSICIAN'S REPORT—CHILD CARE CENTERS
(CHILD'S PRE-ADMISSION HEALTH EVALUATION)**PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)**

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from _____ : _____
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to _____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies/medicine: _____

Vision: _____ Insect stings: _____

Developmental: _____ Food: _____

Language/Speech: _____ Asthma: _____

Dental: _____

Other (Include behavioral concerns): _____

Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE		DATE EACH DOSE WAS GIVEN				
		1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)		/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td	(DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR	(MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
(REQUIRED FOR CHILD CARE ONLY)		/ /	/ /			
HIB MENINGITIS	(HAEMOPHILUS B)	/ /	/ /	/ /		
HEPATITIS B		/ /	/ /	/ /		
VARICELLA		/ /	/ /			
(CHICKENPOX)						

SCREENING OF TB RISK FACTORS (listing on reverse side)

- ☐ Risk factors not present; TB skin test not required.
- ☐ Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
- ___ Communicable TB disease not present.

I have ☐ have not ☐ reviewed the above information with the parent/guardian.

Physician: _____

Address: _____

Telephone: _____

Date of Physical Exam: _____

Date This Form Completed: _____

Signature _____

☒ Physician ☒ Physician's Assistant ☒ Nurse Practitioner