

**CAREFULLY READ AND REVIEW THE ENTIRE PACKET.
ENCLOSED ARE THE FORMS YOU NEED TO FILL OUT AND RETURN.**

On the day of your scheduled appointment, you will need to bring the following documents to meet with Administration:

- ✓ Registration Application
- ✓ Parent Fee Agreement (Contract)
- ✓ Emergency Contact Form
- ✓ Permission for Visits, Pick-Up & Drop-Off
- ✓ Permission to photograph
- ✓ Family Social/Developmental History
- ✓ Informed Consent Form
- ✓ Authorization and Release For Emergency Medical Treatment
- ✓ CACFP Food Form (Child and Adult Care Food Program)
- ✓ Child's Current Medical Record (must be completed by doctor)
- ✓ Immunization Card
- ✓ Original Child's Birth Certificate (Copies not accepted)
- ✓ Class Schedule from CUNY First with Name and EMPLID ID
- ✓ BCC Identification Card
- ✓ Income Verification and Documentation
(Current Income Tax, 3-6 Pay Stubs, Child Support Letter, Notarized Statement Letter with Income Status)

All forms must be submitted in person only and cannot be submitted electronically



Early Childhood Center
2155 University Avenue
Bronx, New York 10453
Tel: (718)289-5461
Fax: (718) 289-6432

Dear Parents:

On behalf of the BCC Early Childhood Center, I want to welcome you and your child. We are looking forward to an exciting school year.

Please allow me to introduce myself. My name is Jitinder Walia, and I am the Executive Director of the BCC School Age Program. I consider having the opportunity to serve the children, and their parents at BCC as an honor. My office hours are generally Monday through Friday from 7:30am to 3:30pm. I am also available for evening hours. I encourage parents stopping in to say hello, and anticipate meeting your children in the coming weeks. My email address is jitinder.walia@bcc.cuny.edu.

Just a little bit about myself and my extensive experience working with families: I have been in the Early Childhood field for the past 53 years. I have two Master's degrees; one with a concentration in Early Childhood Education and the other in English. I also have a certification in Administration and Supervision. My experience has been working in private daycare centers, with foster children, parents, adolescent, and substance abusing women. I am most proud of being a graduate of CUNY. Ideas and opportunities to continue to enrich our program here at BCC are welcomed.

A key component of a good School Age Program is parent involvement. All parents are encouraged to communicate with their child's teacher on a daily basis. This will ensure all parents are informed of the day's activities, as well as upcoming events in the program. Please make sure you meet with your child's teacher each day.

The staff has planned a creative curriculum that includes art, music, science, cooking, outdoor play, dramatic play and literacy. In order for your child to participate in all of the activities offered, please have your child arrive at the agreed upon time. This policy will be strictly enforced.

The program provides nutritious meals for the children. **Dinner is served at 6:30pm**; all students will stop whatever they are doing and join everyone at the center table for dinner. Students are not required to eat, however they will be required to join everyone at the table for a minimum of 15 minutes.

If your child will be absent from school, it is your responsibility to call the center. Please be informed that **excessive absences, without explanation are cause for termination of services**. Please let us know of any schedule changes, or if you need to withdraw your child.

If you have any questions, please do not hesitate to set up an appointment. Thank you for your cooperation.

Sincerely,

Jitinder Walia

Executive Director



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Dear Parent,

You have been selected to **begin the enrollment process** at the BCC Early Childhood Center. We hope that this will be the beginning of a long and rewarding relationship for us all. Before your child can actually be accepted into our center, however, there are some things you need to do and to know:

1. First, please **CAREFULLY REVIEW THIS PACKET**. In it are forms that you need to fill out and return on the day of your appointment. (*You must complete all forms and return them to us before your child can be formally accepted into our program.*)
2. Then, Call to schedule an appointment to register your child. PLEASE CALL ADMINISTRATION WITH ANY QUESTIONS AT 718-289-5461.
3. **NOTE!** To insure full classrooms at our center, we often select more parents to begin enrollment than we have immediate room for. This means two things. First, the more quickly you respond and complete the enrollment process, the sooner your child will be able to begin. And second, there is a chance that we will need to place you on our Priority Waiting List until a space opens in a classroom that is age appropriate for your child. Once you are on the Priority Waiting List, your child will automatically be accepted as soon as space becomes available.

These forms must be completed and returned to the office on the day of your appointment:

- Registration Application
- Parent Fee Agreement (Contract)
- Emergency Contact Form
- Family/Social/Development History
- Permission for Visits, Pick-Up and Drop-Off
- Media Release Form
- Informed Consent Form – signed
- Authorization and Release for Emergency Medical Treatment
- CACFP Food Form (USDA)
- Child's Medical Record – needs to be completed by your doctor or clinic (Must have doctor stamp and hospital or clinic stamp)
- Immunization Card/Printout
- Child's Birth Certificate
- Your Complete Class Schedule
- BCC Identification Card
- Proof of Income (Acceptable proof includes: Current Tax Return, Pay Stubs, PA Card, Notarized Letter of Support w/Income Tax, Unemployment Papers)

Most of these forms are required by law. But they also help us bring in the funding that keeps our parent fees low and help us protect and meet the needs of your child. Again, please be sure to have all requested forms completed and signed before returning.

The forms in this packet will help you better understand the policies and the educational philosophy of the BCC Early Childhood Center.

Sincerely,
The BCC Early Childhood Center



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REGISTRATION APPLICATION SCHOOL AGE (6-12 YEARS OLD)

This application is the first step toward enrolling your child in the School Age program at Bronx Community College. **If you are called, you will need to contact us immediately (by telephone or in person) to schedule a visit to the Center for you and your child.** Please note that there will also be additional forms to fill out. The full process must be completed before your child can be accepted in our program.

Information on this side refers to the **PARENT** (BCC Student). **Please Print Clearly.**

Parent's Name _____ SS#: XXX / XX / _____
(Last) (First) (Middle Initial)

Parent's Address _____
(Street Number) (Apt. #)
_____ (City) (State) (Zip Code) (Telephone)

Major _____ "Go ck"aaaaaaaaaaaaaaaaaaaaaaaaaaaaaa

GO RNKF 'KF <aaaaaaaaaaaaaaaaaaaaaa

Please attach a complete front and back copy of your CLASS SCHEDULE.
If your child is accepted, you will need to provide a current schedule for each semester.

Have you been awarded Federal Work Study? YES NO

If yes, please list the name of the department and hours you anticipate working.

EMERGENCY CONTACT (if parents cannot be reached)

_____ () _____ (Telephone #) _____ (Relationship to the child)
(Print Name)

Remember: The School Age program operates between the hours of 4:\$0pm to 9:45pm, Monday through Thursday and 8:00am-3:00pm on Saturday. Parents must pick up their children no later than closing time on days they are scheduled for class.

I have read and completed this application fully and carefully.

_____ (Signature)

_____ (Date)

REMEMBER TO FILL OUT BOTH SIDES OF THIS APPLICATION

Information on this side refers to CHILD for whom the services will be provided. Please print:

S Child's Name _____ / _____ / _____
Child's Age _____ (Last) (First) (M.I.) (Date of Birth)
C Child's Gender: _____
Child's Address _____ (Street Number) (Apt. #)

(City) (State) (Zip Code) (Telephone)
H

Parental Info.	Parent/Guardian	Parent/Guardian
Name		
Occupation		
Work Address		
Daytime Phone #		
Email Address		
Date of Birth		

O Marital Status: (check one)

Single Married Separated Divorced

L Other Members of the household

Full Name	Birth Date	Age	Relationship to Child

A Are there any other important adults in your child's life?

Previous Experience Outside Home	Where?	How Frequently?
Public/Private School		
Family Day Care		
Extra Curricular		
Other		

G Reaction to experience away from home:

E **REMEMBER TO FILL OUT BOTH SIDES OF THIS APPLICATION**



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TUITION POLICY

Tuition

Bronx Community College Early Childhood Center offers childcare at a heavily subsidized rate of \$5 per day. Along with our rates, there is also a New Student registration fee of \$25. Every semester after, there will be a re-enrollment fee of \$15. Tuition is calculated based on the total number of weeks in your enrolled semester. How do I calculate the number of weeks per semester? That's easy, the answer is:

- Fall or Spring Semester has 16 weeks.

38'y ggmu'z days per week x"87Q2"? "Vqvcn'Vwkq

NOTE: Some courses may extend longer than others, in this event; your tuition will reflect the total number of weeks for that course.

Tuition is charged on a weekly basis for the days you are scheduled in the entire semester. Non-attendance or college closure will not be a reason to adjust your tuition. Tuition **MUST** be paid prior to your child's identified start date. It may be paid in full or in installments on the 23rd of each month during your enrolled semester. All payments should be made at the Bursars office. **Unpaid tuition will result in a hold in your CUNY First account and an interruption of services and will remain interrupted until the balance is satisfied.**

**HRA vouchers are PQV accepted for After-School Program*

Request for Tuition Reimbursement

Partial tuition reimbursement is provided to eligible student-parents and must be approved by the Executive Director. Eligibility requirements state that you notify the childcare center of any changes to your class schedule including withdrawals no later than two weeks into your enrolled semester. You may request a schedule change form from the childcare center.

Record keeping

You are responsible for maintaining an accurate record of your validated receipts. Do not discard of your receipts as it will assist in verifying payments made toward your account.



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PARENT FEE AGREEMENT

****PLEASE INCLUDE YOUR PROOF OF INCOME****

(Current Income Tax, Paycheck Stubs, Budget Letter, PA Card, Notarized Statement Letter)

PARENT'S SOCIAL SECURITY #: XXX / XX / _____

Circle one: FULL TIME / PART TIME NUMBER IN HOUSEHOLD: 2 3 4 5 6
FALL / SUMMER I / SUMMER II / SPRING _____

I/We, _____ parent(s)/legal guardian(s) of
(Parent / Guardian's name)

_____ enter this agreement with the BCC

(Child's name)

Early Childhood Center located at 2155 University Avenue, Bronx, NY 10453 for the provision of child care. I/We agree to the following terms:

1. I agree to pay the Center a one-time registration fee of **\$25.00**.
(This fee is **not** refundable.)
2. ~~I~~ agree to pay the Center a re-enrollment fee of \$15.00 every time I re-enroll my child/ren.
3. I agree to pay the Center a subsidized fee of **\$5.00** per day for childcare services.
(*This fee should be paid to the bursars' office monthly)
4. I affirm that I am a BCC student majoring in _____ and I am presently taking #
_____ course hours.
5. These amounts listed are based on family size of _____ and gross annual income of \$
_____.
6. THE CENTER RESERVES THE RIGHT TO TERMINATE THE CONTRACT TO PROVIDE
CHILDCARE AT WILL.

Parent's Signature

Date

NO REFUND FOR NON-ATTENDANCE

For Office Use:

Semester:

Registration Fee \$ _____

Tuition per semester \$ _____

Total tuition \$ _____

Administrator
BCC Early Childhood Center

Date



Early Childhood Center
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EMERGENCY IDENTIFICATION FORM

CHILD'S INFORMATION

Child's name: _____ D.O.B: _____
Allergies: _____
Medications: _____

PARENT AND OR/LEGAL GUARDIAN INFORMATION

Social Security. #: xxx - xx - _____
Full Address: _____

Home Phone #: (_____) _____
Cell Phone #: (_____) _____
Alternate #: (_____) _____

EMERGENCY CONTACT 1

Name: _____ Date of Birth: _____
Home Phone #: _____
Cell Phone #: _____
Address: _____
Relationship to child: _____

EMERGENCY CONTACT 2

Name: _____ Date of Birth: _____
Home Phone #: _____
Cell Phone #: _____
Address: _____
Relationship to child: _____

PLEASE READ CAREFULLY; SIGN YOUR NAME AND DATE WHERE INDICATED

I hereby grant permission for the Director or a member of the professional staff of The Early Childhood Center at Bronx Community College, to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:

- a. Contact student-parent on campus.
- b. Contact persons listed on emergency form/card submitted to the Center.
- c. Obtain emergency medical care or referral from the Bronx Community College Health Services Center.
- d. Transportation by emergency medical vehicle to nearest hospital.
- e. NOTE: People on the Emergency Contact List MAY NOT Pick-up or Drop off your child/ren.

The Center will not be responsible for anything that may happen as a result of false information given at the time of enrollment.

The Center will not assume responsibility for a child who has not signed in when he/she arrives for the day.

SIGNED: _____ **DATE:** _____



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PERMISSION FORM

Pick Up and Drop Off

I _____, PARENT OF _____,
Parent's Name **Child's Name**

Do hereby give permission for "j g'hqmjqy kpi 'r gqr ng"q "f tqr "qhhlr kem'wr "o { "ej krf :

Print Name: _____ Relationship to child: _____ Number: _____
D.O.B. _____

Print Name: _____ Relationship to child: _____ Number: _____
D.O.B. _____ a _____

Print Name: _____ Relationship to child: _____ Number: _____
D.O.B. _____ a _____

On _____ at _____ o'clock.
Specific Date or Write in Anytime **Hour**

Parent's Signature: _____ **Date:** _____

Changes made and/or addition/date:

Media Release Form (Child)

I am the parent or legal guardian of _____ (*child's name*). I hereby grant permission to The City University of New York and anyone acting pursuant to its authority (collectively "CUNY") to take photographs, video and/or film recordings, and/or audio recordings of my child while participating in activities of a CUNY child care center. I authorize the use of such recordings, for any purpose that CUNY may deem appropriate, including without limitation educational uses and promotion of CUNY and its programs and activities, including in particular CUNY child care centers, in perpetuity, in CUNY publications and promotional materials, websites and social media sites, as well as in all other media and manners, whether now known or later developed. I waive any right to inspect and approve such uses. I understand that such recordings of my child may identify the CUNY child care center that my child attends, but they will not identify my child by name. I understand that CUNY will be the owner of all rights in and to such photographs, videos and uses and that neither I nor my child will receive any monetary or other compensation for such uses.

I hereby release and hold harmless CUNY from liability for any and all claims by me in connection with CUNY's activities as authorized by this consent and release.

I understand that I am not required to sign this release as a condition of enrollment of my child in a CUNY child care center or participation in a center's programs and activities.

Printed Name of Parent/Legal Guardian

Date

Signature

Phone #

Address

City

State/Zip

**Authorization and Release
For Emergency Medical Treatment**

Child's Name	Child's Date of Birth
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I am the parent or legal guardian of the above named child.

My child is enrolled at **BRONX COMMUNITY COLLEGE EARLY CHILDHOOD CENTER**.

By signing this form, I authorize the Center to obtain emergency medical care for my child if my child is injured or becomes ill while in the Center's physical custody and the Center deems such care to be necessary. I also authorize the Center to arrange for any needed transportation for my child if my child needs emergency medical care.

In addition, by signing this form, I acknowledge that:

- (1) I have been advised that New York City's Department of Health is now requiring center based child care programs, including the Center, to give epinephrine to a child with symptoms of anaphylaxis (severe allergic reaction that can be caused by certain foods, insect stings, latex or some medications). I understand that anaphylaxis can be life- threatening and requires emergency treatment. Epinephrine is widely regarded as an appropriate treatment.
- (2) I have been advised that if a child shows symptoms of anaphylaxis, the epinephrine will be administered by trained staff using an epinephrine auto-injector (dosed for children) with a retractable needle, consistent with New York City's Department of Health regulations (Articles 43 and 47 of the NYC Health Code).

By signing this form, I authorize the Center to administer epinephrine using an epinephrine auto-injector (dosed for children) with a retractable needle if my child shows symptoms of anaphylaxis (severe allergic reaction).

I understand that if I have provided a written, individual health care plan to the Center indicating the specific medications that can be administered and the schedule of such administration(s) for my child, including in cases of emergency, and there is a direct conflict between such plan and any of my other authorizations in this Authorization and Release, then the Center will follow my child's individual health care plan.

I hereby release and forever discharge **BCC EARLY CHILDHOOD CENTER , BRONX COMMUNITY COLLEGE**, The City University of New York, The Research Foundation of the City University of New York, New York State and New York City, and the directors, officers, employees and agents of each of them from any and all liability arising in law or equity as a result of the Center providing emergency treatment in conformance with this Authorization and Release provided that the Center has used reasonable care in carrying out such actions.

I HAVE READ THIS AUTHORIZATION AND RELEASE AND UNDERSTAND IT, AND I AM SIGNING IT VOLUNTARILY.

Parent or Legal Guardian's Name (please print)	
Signature	Date

FAMILY/SOCIAL/DEVELOPMENTAL HISTORY

Child's Name _____ **Date of Birth** _____

Parent #1/ Guardian _____ **D.O.B:** _____

(Include Maiden Name)

Address _____ **Telephone #** _____

Occupation _____ **Birthplace** _____

Parent #2 /Guardian _____ **D.O.B:** _____

Address _____ **Telephone #** _____

Occupation _____ **Birthplace** _____

Is the child your birth child? _____

Foster or adopted? _____ At what age? _____

Does your child know he/she is adopted? **Yes/No** (Please provide supporting documents)

Marital Status of Parents: (Check all that apply)

Never married? _____ Married? _____ Living together? _____ How Long? _____

Separated? _____ How Long? _____ Divorced? _____ How Long? _____

Custody /visiting arrangements? _____

Is Parent#2 married or living with another partner? _____ Explain _____

Brothers and Sisters of Child:

Name _____ D.O.B. _____ Lives in home? _____

Name _____ D.O.B. _____ Lives in home? _____

Other persons living in the household (include relationship and age?) _____

Does anyone care for child other than parents? _____

Health History:

How would you describe your child's overall health?

What past illnesses has your child had and at what ages?

What hospitalizations or serious accidents has your child had? _____

Does your child have frequent colds? _____ Ear aches? _____ High fevers? _____
 Stomach aches? _____ Other illnesses? _____

Is your child receiving special services? (If yes, please attach the supporting documentation)

Social / Developmental History:

At what age did your child: Walk? _____ Talk in simple sentences? _____
Become toilet trained? _____ Dress self? _____

Speech:

Does your child express him/her self well? **Yes/No** If not, what difficulties is your child having with his/her speech? _____
What other language(s) does your child speak? _____

Eating:

How is your child's appetite? Good _____ Fair _____ Poor _____ Irregular _____
Food favorites? _____
Food dislikes? _____
Does child feed self? _____ Fork? _____ Spoon? _____
What, if any, dietary restrictions do your family have? _____
Food allergies? _____

Sleeping:

What time does your child go to bed? _____ Get up? _____
Where does your child sleep: In own room? **Yes/No** In room with? _____
In own bed? **Yes/No** In bed with? _____
Does your child sleep through the night? **Yes/No/Not Sure** Have bad dreams? **Yes/No/Not Sure**
If yes, describe dreams

Personality:

How would you describe your child's personality? _____
How does your child act with adults? _____
With other children? _____
What are your child's special interests? _____
What are your child's fears? _____

Discipline:

What method of discipline is used in your home? _____
What is your child's usual reaction? _____
In what area does your child have the most difficulty cooperating? _____
What do you do to get your child to cooperate? _____

Play/ Activities:

What is your child's favorite: Indoor play activities? _____
Outdoor play activities? _____
Has your child had group play experience? _____ Where? _____
What does your child watch on TV? _____
How many hours a week? _____
What play activities does your child dislike? _____

SIGNATURE: _____ **DATE:** _____

INFORMED CONSENT FORM

Access

Parents are not allowed to stay in the classroom after their child is signed in or out. You may visit for a maximum time of 5 minutes. Afterwards, we ask that parents leave the center due to our children's contentment.

Arrival and Departure

I will make sure that my child arrives at the Center no earlier than 15 minutes prior to the start of my scheduled class. I will also pick up my child no later than 15 minutes after my last scheduled class for the evening. To ensure my child's safety, the center will only accept my child from or release my child to those persons I have authorized on the Pick Up Release Form. I am also aware that the School-Age Program closes at 6:00 PM sharp.

Staff

Qualified staff will be present at all times in staff-to-child ratios meeting the New York City Department of Health regulations.

Meals

Children will be served dinner. Meals are provided by CACFP, the food service program. Menus will be available on a regular basis. I am allowed to bring food from outside provided that the food is healthy and follows the guidelines set by the Department of Health.

Trips

I give permission for my child to participate in walks around the college or in the area with appropriate staff supervision.

Media Images

I give consent for the Center to use media images (i.e. photographs, videotapes) for documentation of the classroom program, research, public education, promotion and news reports. I will be asked for additional permission before my child is *individually identified* in a published photograph.

Research

BCC students and faculty and those from other colleges may conduct observational research of my child. If my child is to participate in any interactive research, I will be asked to sign a release.

Emergency and Medical Procedures

In case of illness, I will be called and possibly required to pick up my child as soon as possible.

I have read and agree to the terms of this consent form:

Print Child's Name _____ **D.O.B.** _____

 Parent/Guardian Signature

 Print Parent/Guardian Name

 Date

 BCC Early Childhood Administrator

 Date

Dear Parent, Guardian or CACFP Participant,

This center participates in the Child and Adult Care Food Program (CACFP) and provides healthy meals at no cost to all children and adults enrolled in care. By completing and returning the attached income eligibility form, you will help your center receive money from CACFP for the meals that are served. If your household's income is equal to or less than the amounts indicated for your household size on the chart below, the center will receive a higher rate of funding for the meals served. The form needs to be completed every year. The information is used only for CACFP purposes.

INCOME ELIGIBILITY GUIDELINES
(Effective July 1, 2019 until June 30, 2020)

HOUSEHOLD SIZE	REDUCED-PRICE MEALS		
	YEAR	MONTH	WEEK
1	23,107	1,926	445
2	31,284	2,607	602
3	39,461	3,289	759
4	47,638	3,970	917
5	55,815	4,652	1,074
6	63,992	5,333	1,231
7	72,169	6,015	1,388
8	80,346	6,696	1,546
FOR EACH ADDITIONAL FAMILY MEMBER	+8,177	+682	+158

SPONSOR/CENTER OFFICIAL

SPONSORING ORGANIZATION

DATE

See INSTRUCTIONS on reverse.

CHILD CARE CENTER NAME: Bronx Community College Early Childhood Center

Print the name of the child(ren) enrolled in this child care center:

1. _____ 2. _____ 3. _____

DIRECTIONS:

Complete SECTION A if anyone in your household:

1. Receives Food Stamps
2. Receives Temporary Assistance to Needy Families (TANF)
3. Participates in the Food Distribution Program on Indian Reservations (FDPIR)
4. Currently has a foster child enrolled in day care

SECTION A	
Food Stamp Case Number	_____
TANF Number	_____
FDPIR Number	_____
Foster Child's Name	_____
Foster Child's Personal Monthly Income	\$ _____
An adult household member must sign the application before it can be approved. After reading the following statement and the statement on the back, sign below.	
<p>I certify that the above information is true and correct and that all income is reported. I understand this information is being given for the receipt of Federal funds, that officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.</p>	
Signature: _____	
Date: _____	
FOR SPONSOR USE ONLY	
Sponsor Agreement Number _____	
Total Household Members _____	
Total Income \$ _____	
Free _____	Reduced _____
Paid _____	
Signature of Determining Official _____	
Date Determined _____ / _____ / _____	

Complete SECTION B if SECTION A does not apply:

Sign, date and indicate the Social Security number of the adult signing the certification and return the completed form to the day care center.

SECTION B	
<p>List all household members below. Include yourself and all adults and children NOT listed above, even if they do not receive income. Then list all income received last month in your household in the column to the right. Gross income includes: earnings from work, pensions, retirement, Social Security, welfare payments, child support and any other sources of income.</p>	
Name of Household Members	Monthly Gross Income
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
An adult household member must sign the application before it can be approved. After reading the following statement and the statement on the back, sign below.	
<p>I certify that the above information is true and correct and that all income is reported. I understand this information is being given for the receipt of Federal funds, that officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.</p>	
Signature: _____	
Print Name: _____	
SS#	Date: _____

Section 9

Unless you list the Food Stamp, TANF or FDPIR number for the child or a household member or are applying for a foster child, Section 9 of the National School Lunch Act requires that you include the Social Security Number of the household member signing the application or indicate that the household member signing the application does not have a Social Security Number. You do not have to list a Social Security Number, but if a Social Security Number is not listed or an indication is not made that the adult household member signing the application does not have a Social Security Number, CACFP cannot approve the application. The Social Security Number may be used to verify the correctness of the information stated on the application. This may include program reviews, audits and investigations and may include contacting employers to determine income, contacting a Food Stamp, TANF or FDPIR office to determine current certification for Food Stamp, TANF or FDPIR benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal actions if incorrect information is reported.

Definition of Income

Income means income before deductions for income taxes, social security taxes, insurance premiums, charitable contributions, and bonds, etc. It includes the following: (1) monetary compensation for services, including wages, salary, commissions or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security payments; (5) dividends or interest on savings or bonds, income from estates or trusts or net rental income; (6) public assistance or welfare payments; (7) unemployment compensation; (8) government civilian employee or military retirement, or pensions or veteran's payments; (9) private pensions or annuities; (10) alimony or child support payments; (11) regular contributions from persons not living in the household; (12) net royalties; (13) military benefits received in cash, such as housing allowance; and (14) any other cash income.

Definition of Household

Household means *family* as defined in Section 226.2. *Family* means a group of related or non-related individuals who are not residents of an institution or boarding house, but who are living as one economic unit.

INSTRUCTIONS FOR COMPLETING DOH-3688

Instructions for Parents or Guardians:

Write in the name of the child care center in the space provided.

Print the name of each child in your household who attends this child care center.

Section A: If anyone in your household receives Food Stamps, Temporary Assistance for Needy Families (TANF) or participates in the Food Distribution Program on Indian Reservations (FDPIR), complete Section A only. Write down the Food Stamp, TANF or FDPIR number (do not use your ACD or DSS child care subsidy number) and sign and date the form and return it to the day care center.

Foster children: If your household includes a foster child who is in child care, complete Section A only. Write in the foster child's name and any income that the child receives from social services for his or her personal use. Write in *0* if the foster child does not receive any income. A separate application must be completed for each foster child. The foster parent or an official who represents the child must sign and date the form and then return it to the child care center.

Section B: Write in the names of all the people living in your household, even if they do not have any income. Include yourself and all other adults and children in the household, including unrelated people. Do not include the children in child care who are listed at the top of the form.

Enter the amount of income each person received **last month**, before taxes or anything else was taken out. Refer to the Definition of Income and the Definition of Household, above. If any amount last month was more or less than the usual, write in that person's usual income. The signature and Social Security Number of the adult signing the certification is required. If you do not have a Social Security Number, write *none*.

Instructions for Centers and Sponsors:

The ***For Sponsor Use Only*** section is to be completed, signed and dated by child care center or sponsor staff.

The sponsor/center representative must review the income eligibility application and ensure that it is completed as indicated in the instructions above. Then indicate the following:

The sponsor agreement number.

Total household members – This item does not have to be completed if the parent completed Section A. Add those indicated in Section B (if completed) to the children enrolled in child care.

Total Income – This item does not need to be completed if the parent completed Section A. Indicate the total monthly income as calculated from Section B. If the parent chooses not to disclose income, the application must be categorized as *paid*.

Free, Reduced or Paid – Compare the total household income and the total number of household members with the current year's Income Eligibility Guidelines (CACFP-3687) to determine if the household should be categorized as **Free, Reduced or Paid**. Use the appropriate column on the CACFP-3687 to categorize their income. For example, if the parent indicated biweekly income, multiply this amount by 26 to determine yearly income.

Incomplete applications (missing signatures, income information, or Food Stamp, TANF or FDPIR numbers) are categorized in the paid category.

The income eligibility application is valid until the last day of the month one calendar year from the date of submission. For example, a form submitted on May 12, 2010 is valid until May 31, 2011.



Bronx Community College Early Childhood Center

PLEASE BRING NUTRITIOUS FOOD FOR YOUR CHILD

What Parents Should Know About the Benefits of the Child and Adult Care Food Program

The child care facility you have chosen is a participant in the **Child and Adult Care Food Program (CACFP)**. The main goal of this program is to insure that children in participating child care centers and family child care homes receive healthful meals and snacks and child care providers receive training in nutrition. Children and providers learn about food and healthy eating. Only 100% juice shall be permitted and children shall receive no more than six (6) ounces per day. This is why we are asking you not to bring in fast food for your child to eat.

Nutrition is an important part of good child care and a healthy lifestyle. All children need well-planned meals and snacks that provide a variety of foods and the nutrients needed for good health and energy. The United States Department of Agriculture (USDA), through the New York State Department of Health, helps child care providers pay for meals and snacks that meet nutrition requirements for breakfast, lunch or supper, and snacks. A meal pattern outlines the kinds and amounts of food that must be served. Training and educational programs are also offered to child care providers that participate on the CACFP.

Child care facilities on this program:

- Care about good nutrition for children
- Plan nutritious meals and snacks
- Help children learn and feel positive about food and eating

You should also know that:

1. We as your provider may ask you to complete certain forms required by CACFP.
2. *We do not provide any substitutes. If your child is allergic to certain foods please inform the center at registration so a note can be made for classroom teachers. Please make sure everything is labeled properly with child's name when sending food from home.*
3. To help manage the program better, you may be contacted at some time and asked about the type and quality of meals that your child receives while in care.
4. We cater our food from a private vendor and will be glad to provide menus for meals and snacks to you.

Working together, we can help your child establish healthful food habits that will last a lifetime. You may receive other information from us that will suggest ways you can help your child learn about food and healthy eating. As a parent, you are the most important teacher your child will ever have. **By practicing good health habits, including healthy eating, you can give your child a head start on a healthy lifestyle.**

CHILD & ADOLESCENT HEALTH EXAMINATION FORM
 NYC DEPARTMENT OF HEALTH & MENTAL HYGIENE — DEPARTMENT OF EDUCATION

 Please
 Print Clearly

NYC ID (OSIS)

TO BE COMPLETED BY THE PARENT OR GUARDIAN

Child's Last Name	First Name	Middle Name	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth (Month/Day/Year)
Child's Address		Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	Race (Check ALL that apply)	<input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other
City/Borough	State	Zip Code	School/Center/Camp Name	District Number
Health insurance <input type="checkbox"/> Yes <input type="checkbox"/> No (including Medicaid) <input type="checkbox"/> No	Parent/Guardian Last Name <input type="checkbox"/> Foster Parent	First Name	Email	Phone Numbers Home _____ Cell _____ Work _____

TO BE COMPLETED BY THE HEALTH CARE PRACTITIONER

Birth history (age 0-6 yrs)	Does the child/adolescent have a past or present medical history of the following?					
<input type="checkbox"/> Uncomplicated <input type="checkbox"/> Premature: _____ weeks gestation	<input type="checkbox"/> Asthma (check severity and attach MAF): <input type="checkbox"/> Intermittent <input type="checkbox"/> Mild Persistent <input type="checkbox"/> Moderate Persistent <input type="checkbox"/> Severe Persistent					
<input type="checkbox"/> Complicated by _____	If persistent, check all current medication(s): <input type="checkbox"/> Quick Relief Medication <input type="checkbox"/> Inhaled Corticosteroid <input type="checkbox"/> Oral Steroid <input type="checkbox"/> Other Controller <input type="checkbox"/> None					
Allergies <input type="checkbox"/> None <input type="checkbox"/> Epi pen prescribed	<input type="checkbox"/> Asthma Control Status <input type="checkbox"/> Well-controlled <input type="checkbox"/> Poorly Controlled or Not Controlled					
<input type="checkbox"/> Drugs (list) _____	<input type="checkbox"/> Anaphylaxis <input type="checkbox"/> Seizure disorder <input type="checkbox"/> Speech, hearing, or visual impairment <input type="checkbox"/> Tuberculosis (latent infection or disease)					
<input type="checkbox"/> Foods (list) _____	<input type="checkbox"/> Behavioral/mental health disorder <input type="checkbox"/> Congenital or acquired heart disorder <input type="checkbox"/> Developmental/learning problem <input type="checkbox"/> Hospitalization <input type="checkbox"/> Surgery <input type="checkbox"/> Other (specify) _____					
<input type="checkbox"/> Other (list) _____	<input type="checkbox"/> Diabetes (attach MAF) <input type="checkbox"/> Orthopedic injury/disability <input type="checkbox"/> Addendum attached.					
Explain all checked items above.						Medications (attach MAF if in-school medication needed)
						<input type="checkbox"/> None <input type="checkbox"/> Yes (list below) _____

Attach MAF in in-school medications needed

PHYSICAL EXAM	Date of Exam: / /	General Appearance:				
Height _____ cm	(_____ %ile)	<input type="checkbox"/> Physical Exam WNL				
Weight _____ kg	(_____ %ile)	<i>Ni Abnl</i>	<i>Ni Abnl</i>	<i>Ni Abnl</i>	<i>Ni Abnl</i>	<i>Ni Abnl</i>
BMI _____ kg/m ²	(_____ %ile)	<input type="checkbox"/> Psychosocial Development	<input type="checkbox"/> HEENT	<input type="checkbox"/> Lymph nodes	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Skin
Head Circumference (age ≤ 2 yrs) _____ cm	(_____ %ile)	<input type="checkbox"/> Language	<input type="checkbox"/> Dental	<input type="checkbox"/> Lungs	<input type="checkbox"/> Genitourinary	<input type="checkbox"/> Neurological
Blood Pressure (age ≥ 3 yrs) _____ / _____	<input type="checkbox"/> Behavioral	<input type="checkbox"/> Neck	<input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Extremities	<input type="checkbox"/> Back/spine	
Describe abnormalities:						
DEVELOPMENTAL (age 0-6 yrs)						
Validated Screening Tool Used?	Date Screened	Nutrition				
<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	< 1 year <input type="checkbox"/> Breastfed <input type="checkbox"/> Formula <input type="checkbox"/> Both ≥ 1 year <input type="checkbox"/> Well-balanced <input type="checkbox"/> Needs guidance <input type="checkbox"/> counseled <input type="checkbox"/> Referred Dietary Restrictions <input type="checkbox"/> None <input type="checkbox"/> Yes (list below) _____				
Screening Results: <input type="checkbox"/> WNL						
<input type="checkbox"/> Delay or Concern Suspected/Confirmed (specify area(s) below):						
<input type="checkbox"/> Cognitive/Problem Solving <input type="checkbox"/> Adaptive/Self-Help <input type="checkbox"/> Communication/Language <input type="checkbox"/> Gross Motor/Fine Motor <input type="checkbox"/> Social-Emotional or <input type="checkbox"/> Other Area of Concern: Personal-Social						
Describe Suspected Delay or Concern:						
SCREENER TESTS Date Done Results						
Blood Lead Level (BLL) (required at age 1 yr and 2 yrs and for those at risk) _____ / _____ / _____ µg/dL						
Lead Risk Assessment (annually, age 6 mo-6 yrs) <input type="checkbox"/> At risk (do BLL) <input type="checkbox"/> Not at risk						
Child Care Only						
Hemoglobin or Hematocrit _____ / _____ / _____ g/dL <input type="checkbox"/> %						
Hearing Date Done Results						
< 4 years: gross hearing _____ / _____ / _____ <input type="checkbox"/> Ni Abnl <input type="checkbox"/> Referred						
OAE _____ / _____ / _____ <input type="checkbox"/> Ni Abnl <input type="checkbox"/> Referred						
≥ 4 yrs: pure tone audiometry _____ / _____ / _____ <input type="checkbox"/> Ni Abnl <input type="checkbox"/> Referred						
Vision Date Done Results						
< 3 years: Vision appears: _____ / _____ / _____ <input type="checkbox"/> Ni <input type="checkbox"/> Abnl						
Acuity (required for new entrants and children age 3-7 years) _____ / _____ / _____ Right _____ / _____ Left _____ / _____ <input type="checkbox"/> Unable to test						
Screened with Glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Strabismus? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Dental						
Visible Tooth Decay <input type="checkbox"/> Yes <input type="checkbox"/> No						
Urgent need for dental referral (pain, swelling, infection) <input type="checkbox"/> Yes <input type="checkbox"/> No						
Dental Visit within the past 12 months <input type="checkbox"/> Yes <input type="checkbox"/> No						

CIR Number	Physician Confirmed History of Varicella Infection <input type="checkbox"/>	Report only positive immunity:
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IMMUNIZATIONS – DATES										IgG Titers		
DTP/DTaP/DT	/ /	/ /	/ /	/ /	/ /	/ /	Tdap	/ /	/ /	/ /	Hepatitis B	/ /
Td	/ /	/ /	/ /	/ /	/ /	/ /	MMR	/ /	/ /	/ /	Measles	/ /
Polio	/ /	/ /	/ /	/ /	/ /	/ /	Varicella	/ /	/ /	/ /	Mumps	/ /
Hep B	/ /	/ /	/ /	/ /	/ /	/ /	Mening ACWY	/ /	/ /	/ /	Rubella	/ /
Hib	/ /	/ /	/ /	/ /	/ /	/ /	Hep A	/ /	/ /	/ /	Varicella	/ /
PCV	/ /	/ /	/ /	/ /	/ /	/ /	Rotavirus	/ /	/ /	/ /	Polio 1	/ /
Influenza	/ /	/ /	/ /	/ /	/ /	/ /	Mening B	/ /	/ /	/ /	Polio 2	/ /
HPV	/ /	/ /	/ /	/ /	/ /	/ /	Other	/ /	/ /	/ /	Polio 3	/ /

ASSESSMENT <input type="checkbox"/> Well Child (Z00.129) <input type="checkbox"/> Diagnoses/Problems (list)	ICD-10 Code	RECOMMENDATIONS <input type="checkbox"/> Full physical activity
<input type="checkbox"/> Restrictions (specify) _____		
<input type="checkbox"/> Follow-up Needed <input type="checkbox"/> No <input type="checkbox"/> Yes, for _____ Appt. date: _____ / _____ / _____		
<input type="checkbox"/> Referral(s): <input type="checkbox"/> None <input type="checkbox"/> Early Intervention <input type="checkbox"/> IEP <input type="checkbox"/> Dental <input type="checkbox"/> Vision		
<input type="checkbox"/> Other _____		

Health Care Practitioner Signature			Date Form Completed _____ / _____ / _____	DOHMH PRACTITIONER ONLY I.D.
Health Care Practitioner Name and Degree (print)			Practitioner License No. and State	TYPE OF EXAM: <input type="checkbox"/> NAE Current <input type="checkbox"/> NAE Prior Year(s) Comments: _____
Facility Name			National Provider Identifier (NPI)	Date Reviewed: _____ / _____ / _____ I.D. NUMBER _____ REVIEWER: _____
Address _____		City _____	State _____ Zip _____	FORM ID# _____
Telephone _____		Fax _____	Email _____	

Child's Name: _____ DOB: _____ Room: _____

LEAD EXPOSURE RISK ASSESSMENT QUESTIONNAIRE FOR CHILDREN

In addition to the required testing of all children for lead with a blood lead test at one year of age and again at age two, assessment of risk for lead exposure should be done at each well-child visit or at least annually for each child six months to six years of age. The questions below serve as a risk assessment tool based on currently accepted public health guidelines. Children found to be at risk for lead exposure should receive a blood lead test whenever such risk is identified.

QUESTIONS	Answer	
	Yes	No
1. Does your child live in or regularly visit a house/building built before 1978 with peeling or chipping paint, or with recent or ongoing renovation or remodeling? Note: This could include a day care center, preschool, and the home of a babysitter or a relative.		
2. Has your child family/child ever lived outside the United States or recently arrived from a foreign country?		
3. Does your child have brother/sister, housemate/playmate being followed or treated for lead poisoning?		
4. Does your child frequently put things in his/her mouth such as toys, jewelry, or keys? Does your child eat non-food items (pica)? Note: This may include toys or jewelry products that have been recalled by the Consumer Products Safety Commission (CPSC) due to unsafe lead levels: www.nyhealth.gov/environment/lead/recalls		
5. Does your child frequently come in contact with an adult whose job or hobby involves exposure to lead? Note: Jobs include house painting, plumbing, renovation, construction, auto repair, welding, electronics repairs, jewelry or pottery making. Hobby examples are making stained glass or pottery, fishing, making or shooting firearms and collecting lead or pewter figurines.		
6. Does your child live near an active lead smelter, battery recycling plant, or another industry likely to release lead, or does your child live near a heavily-traveled road where soil and dust may be contaminated with lead? Note: May need to alert parent/caregiver if such an industry is local.		
7. Does your family use products from other countries such as health remedies, spices, or food, or store or serve food in leaded crystal, pottery or pewter? NOTE: Lead has been found in traditional medicines such as Ayurvedic medicine, Liga, greta, azarcon, litargirio, and in cosmetics such as kohl, surma, and sindoor. Lead exposure risk is higher with old, imported, painted, cracked or chipped china, and in low-fired and terra cotta pottery, often made in Latin America and the Middle East.		

If the answer to any of the above questions is YES, then the child is considered to be at risk for lead exposure and should receive a blood lead test.

- Ask any additional questions that may be specific to a particular community (or populations) e.g. high-risk zip code, refugee child recently arrived in the United States, children with behavioral and/or development disabilities, children who receive Medicaid or children entering foster care.
- Ask if any of the above conditions are expected to change in the future (e.g. house remodeling).
- Tailor appropriate anticipatory guidance to the child and family.

Parent/Guardian Signature: _____ Date: _____

Staff Signature: _____ Title: _____ Date: _____