



## **Child Information Form**

Child's Name:	Primary Language:		
Child's Address:	City/Town	· · · · · · · · · · · · · · · · · · ·	
Place of Birth:	City/Town	Date of Birth:	Zip Code
Child's Schedule: MON TUE	WED	THU	FRI
Parent/Guardian Information			
Name:	Name:		
Relationship:	Relationship:		
Address:	Address:		
Home E-mail Address:	Home E-mail Add	dress:	
Cell Phone:	Cell Phone:		
Home Phone:	_ Home Phone:		
Others in Family Relationship:			
Parent/Guardian Business Information			
Company Name:	_ Company Name:		
Address:	Address:		
Business Phone:	Business Phone:		
E-mail Address:			
Medical Information			
Eye Color: Hair Color: Height:	: Weight:	Race:	Gender □M □F
Identified Allergies:			
Identifying Marks:			
Health Insurance Provider:			
Physician/Dentist Information			
Name of Physician/Clinic:		Phone:	
Physician Address: Street Date of Child's Last Physical (WA State Only):	City/Town		Zip Code
Name of Dentist:		Phone:	
Dentist Address:Street	City/Town		Zip Code
Parent/Guardian Signature:		_ Date:	
FOR CENTER USE: Center:	Date of Admission	Age of Admission:	
Date Registration Fee Rec'd:	Discharge Date:	Director's Initials:	

Child Information Form: Operations Effective: 01/2019

Bright Horizons Informed C	onsent
Child's Name:	
Access I will have access to the center without notice when	NAME
my child is present. However, this access may not be used to supplement any visitation schedule or custody	ADDRESS
arrangement.	CITY/TOWN/STATE/ZIP CODE
Child Release	RELATIONSHIP TO CHILD
For a child's safety, Bright Horizons will release a child only to parent(s)/legal guardian(s) or to the third parties	DAYTIME PHONE CELL PHONE
I authorized below. Parents/guardians are required to provide a current copy of any relevant Custody Order.	E-MAIL
Third party pick-up is subject to the following rules:  At least two people other than the parents/guardians	CONTACT IN THE EVENT OF AN EMERGENCY? YES NO
must be listed and designated as emergency contacts	NAME
by checking the corresponding box below. Emergency contacts will be contacted if parents/guardians	ADDRESS
cannot be reached.  If the person picking up is listed below, but does not	CITY/TOWN/STATE/ZIP CODE
pick up the child regularly, I will notify the center  verbally, in advance. Verbal authorization is not	RELATIONSHIP TO CHILD
permitted for any person not listed on this form.	DAYTIME PHONE CELL PHONE
If the person picking up is <b>NOT</b> listed below, I must notify the center/school <b>in writing, in advance</b> .	E-MAIL  CONTACT IN THE EVENT OF AN EMERGENCY? ☐ YES ☐ NO
(Note: In RI, parents/guardians must also provide notice in person and in writing.)	Bright Horizons will not release a child to anyone who
<ul> <li>Photo identification will be required if the third</li> </ul>	appears impaired. If an impaired person attempts to pick up your child, pick-up will be refused and we will attempt
party does not pick up the child regularly or is unknown to the staff member releasing the child.	to contact the other parent/guardian or authorized persons. If alternative arrangements cannot be made, the
	local child protective services agency and/or the local police will be called, as required by state licensing.
THE FOLLOWING PEOPLE (WHO ARE NOT PARENTS/GUARDIANS) ARE AUTHORIZED	Walk Permission
TO PICK UP MY CHILD.	Weather permitting, children may go on walks supervised by staff in the surrounding area. Infants and young
NAME	toddlers are transported in a buggy or stroller. Children may be taken to the areas listed below, which are not part
ADDRESS	of our licensed premises.
CITY/TOWN/STATE/ZIP CODE	
RELATIONSHIP TO CHILD	
DAYTIME PHONE CELL PHONE	☐ I give permission for my child to participate in walks.
E-MAIL	Preschool and school-age children may take field trips. A separate <b>Field Trip Permission Slip</b> , describing the
CONTACT IN THE EVENT OF AN EMERGENCY?	activity, will be sent home for signature.

## **Photography & Video Permission**

Bright Horizons takes care that any use, display, or dissemination of photographs or videos of children is accomplished in a thoughtful and safe manner. Bright Horizons regularly takes photographs and videos of children enrolled. They may be shared with you and other families in a variety of ways: on the Bright Horizons website, via email, through My Bright Day®, on Teaching Strategies® Gold (TSG), on a posting in the center, or in a parent newsletter. They may also be used to better communicate with families, to illustrate the daily curriculum, to chronicle a child's development, or to document center activities. Additionally, they may be used for other center, general business, and marketing purposes, including online. Bright Horizons retains all rights, title, and interest in these materials and may use and disseminate them in a variety of ways, in its sole judgment.

- ☐ I give permission for Bright Horizons to take photographs and videos of my child and use these materials as described above.
- □ I give permission for Bright Horizons to take photos and videos of my child and to only use those pictures for curriculum purposes, documenting my child's progress (TSG, My BrightDay) and communication with me and other families.

#### **Child Illness**

If my child becomes ill, I will be called. I may be required to to pick up my child as soon as possible (within 90 minutes at most). A child must remain out of the center until he/she is symptom free for 24 hours, unless a

doctor's note is provided which states that the child is 1) not contagious; and 2) can participate in group care. The Family Guide contains Bright Horizons' full Child Illness Policy, including protocols for contagious illnesses.

## Children's Injuries

If my child sustains a minor injury during care, I will receive an Occurrence Report when I pick-up describing the incident. I will be contacted immediately if the injury produces any swelling, is on the face or head, or requires medical attention.

## **Emergency Medical Care**

If emergency medical attention is needed for my child,			
, the center will attempt to contact			
me or the emergency contacts listed (if I cannot			
be reached). I authorize Bright Horizons to call an			
ambulance totransportmychildformedicaltreatment			
to the closest hospital or medical facility, or to			
my preferred facility,			
if possible.			
Staff is trained in pediatric first aid and CPR and I authorize staff to administer the same. My child's			
health information may be viewed by staff, on a need to			
know basis, and state licensors for compliance.			
know basis, and state needs of store compitance.			
CHILD'S HEALTH INSURANCE PROVIDER			
NAME OF INSURED			
POLICY NUMBER			

### Family Guide Acknowledgement

By signing below, I acknowledge and agree that: 1) in addition to this Informed Consent, I received the Bright Horizons Family Guide or client equivalent, as well as any center-specific information and relevant state policies; 2) it is my responsibility to read and familiarize myself with all these materials and address any questions with center management; and 3) I will abide by these materials.

#### I HAVE READ, UNDERSTAND, AND ACCEPT THE CONDITIONS NOTED ABOVE.

PARENT/GUARDIAN SIGNATURE	DATE	
PARENT/GUARDIAN SIGNATURE	DATE	
	Annual parent/guardian review an	d signature is required by Bright
1	Horizons. If any changes are necess	sary, a new form will be completed.
Bright Havinana	PARENT/GUARDIAN SIGNATURE	REVIEW DATE
<b>Bright Horizons.</b> Early Education & Preschool	PARENT/GUARDIAN SIGNATURE	REVIEW DATE
	PARENT/GUARDIAN SIGNATURE	REVIEW DATE

11/2018

ORIGINAL: CHILD'S FILE

DUPLICATE: PARENT/GUARDIAN COPY

## Parental Agreements with Child Care Facility

The	agrees to provide day care for			
(Name of Facility)				
(Name of Child)	_ on	Davis of Wools	a.m. to	p.m.
from (Name of Child)	to (1	Days of week)		
(Name of Child) fromMonth		Month	·	
My child will participate in the	e following m	eal plan (circle app	licable meals and snack	s):
		Breakfast		
		Morning Snack		
		Lunch		
		Afternoon Snack		
		Evening Snack		
		Dinner Bedtime Snack		
		Boutime Small		
Before any medication is dispe				
date; name of child; name of n				
medication is to be given. Me	dicine will be	in the original con	tainer with my child's na	ame marked on it.
My child will not be allowed t	o enter or leav	ve the facility witho	out being escorted by the	e parent(s), person
authorized by parent (s), or fac	cility personne	el.		
I acknowledge it is my respons	sibility to kee	n my child's record	s current to reflect any s	ionificant changes
as they occur, e.g., telephone r				
health status, infant feeding pla				sician, cimas
TI 0 111				
The facility agrees to keep me		any incidents, inclu	ding illnesses, injuries,	adverse reactions to
medications, etc., which include	ie my chia.			
The	a	grees to obtain writ	ten authorization from r	ne before my child
participates in routine transpor	tation, field to	rips, special activiti	es away from the facility	y, and water-
related activities occurring in v	water that is n	nore than two (2) fe	eet deep.	
I authorize the child care facili	ty to obtain e	mergency medical	care for my child when	I am not available
r authorize the chird care facin	ty to obtain c	mergency medicary	care for my emilia when	i am not avanable.
I have received a copy and agr	ee to abide by	the policies and pr	rocedures for	
(Name of Facility)	•			
(Name of Facility)				
I understand that the center wi				
well as any individual practice			needs. I also understand	l that my
participation is encouraged in	facility activit	ties.		
Signed:			_ Date:	
Signed:(Parent/Guard	ian)			
Signed:			Date:	
Signed:(Facility Adm	inistrator/Pers	son-In-Charge)	_ Date:	

## Authorization to Dispense External Preparations

## 590-1-1-.20(1)

Parental Authorization. Except for first aid, personnel shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include, when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature p 0

of parent.	any; dosage; the dates to be given; the time	e of day to be dispensed; and signature
I give following topical ointm container.	perts/preparations to my child in accordance	rmission to apply one or more of the e with the directions on the label of the
Bab	y Wipes	
Ban	nd-aids	
Neo:	sporin or similar ointment	
Bact	ine or similar first aid spray	
Suns	screen	
Inse	ct Repellent	
Non-	-Prescription ointment (such as A & D, Desit	in, Vaseline)
Baby	y Powder	
Other (plea	se specify)	
Parent/Gua	rdian Signature	Date

<sup>\*</sup>center should maintain in child's file





# **Topical Applications Administration-Permission**

Child's Name
I understand that <b>topical applications</b> , such as <b>ointment</b> , <b>lotion</b> , <b>lip balm</b> , <b>diaper cream/spray*</b> , <b>or cornstarch/cornstarch powders</b> can be applied <u>only</u> as a preventive measure. Where required by licensing, application to open, oozing sores or continued use on a persistent diaper rash requires a Medication Authorization Form signed by me and my child's physician.
*Aerosol sprays are not allowed.
<ul> <li>I understand that the topical ointment provided by me must:</li> <li>be appropriate for use on a child;</li> <li>be applied according to instructions on the label</li> <li>be labeled with the child's full name; and</li> <li>be handed to a staff member and not left in a diaper bag or cubby.</li> </ul>
I give my permission for the staff at Bright Horizons to apply:
as needed from:/ to:// (not to exceed one year).
(Parent/Guardian Signature) (Date)





## **Sunscreen and Insect Repellent - Permission**

Sunscreen and insect repellent should be applied to a child at least once at home to test for any allergic reaction. Aerosols, sprays and combined sunscreen/insect repellents are prohibited.

Sunscreen must provide UVB and UVA protection with an **SPF of 15 or higher**. Sunscreen **may not** be used on infants under **6 months** of age, unless parent permission below is granted.

Insect repellent may only be used if recommended by public health authorities or requested by a parent/guardian. The repellent must contain a concentration of **30% DEET or less.** Insect repellant **may not** be used on infants under **2 months** of age. Oil of lemon eucalyptus and paramethane products may not be used on children under the age of three.

All sunscreen and insect repellent provided by a parent/guardian must be:

- provided in the original container;
- · clearly labeled with the child's full name;
- within the expiration date;
- appropriate for the age of the child; and
- · free of nut ingredients.

Complete one of the following:
I <b>give</b> Bright Horizons permission to apply (name of sunscreen) and/or (name of insect repellent) when outdoor conditions
when outdoor conditions warrant and consistent with package instructions (subject to any special instructions below) to my child, from/ to
I do not give Bright Horizons permission to apply sunscreen and/or sinsect repellent to my child, sunscreen and/or sinsect repellent to my child, sold bright Horizons Children's Centers LLC responsible for my decision and understand that my child may be sunburned/bitten as a result. I understand that I should provide protective clothing including a hat, lightweight long sleeve shirt and pants instead, to protect my child from sun exposure and insects during outdoor activities.
Special Instructions
Sunscreen:
nsect Repellent:
(Parent/Guardian Signature) (Date)





# **Allergy Health Care Plan**

Child's Name:	DOB:		
Parent/Guardian Name:			
Physician's Name:	Phone:		
Allergen	Treatment/Substitution		
Type of allergy transmission/trigger:	Ingestion Contact Inhalation		
Note: Do Not Depend on Antihistamine EPINEPHRINE.	s or Inhalers to treat a SEVERE reaction. USE		
Extremely Reactive to the Following Foothherefore:	ds;		
☐ If checked, give epinephrine for ANY s	symptoms if the allergen was likely eaten.		
☐ If checked, give epinephrine immediat symptoms are noted.	ely if the allergen was definitely eaten, even if no		
For the following signs of a <i>mild</i> allergi	ic reaction administer:		
□ Skin: Hives: Mild Itch	□ <b>Nose:</b> Itchy, Runny, Sneezing		
□ Stomach: Mild Nausea/Discomfort □ Other:	□ <b>Mouth</b> : Itchy		
symptoms from different body areas, g	TERE allergic reaction or a combination of ive EPINEPHRINE and CALL 911. If prescribed and istamine/inhaler). Lay person flat. If breathing is sit up.		
☐ <b>Mouth:</b> Significant Swelling of Tongue a pulse, dizzy	and/or Lips		
□ <b>Throat:</b> Tight, hoarse, trouble breathing	/swallowing □ Lungs: Short of Breath		
□ <b>Skin:</b> Many hives over body, widespreasevere diarrhea			
□ <b>Other:</b> Feeling something bad is about	to happen; anxiety, confusion		
Other Medication Instructions:			





## Prescribed Medications/Dosage

Trescribed Medications/Dosage			
Epinephrine (brand and dose):			
Antihistamine (brand and dose):			
Other (e.g., inhaler-bronchodilator if asthmatic):			
Potential Side Effects of Medication:			
Potential Consequences to Child if Treatment is	s Not Administered:		
Staff Training			
Staff may be trained by:			
The following staff have been trained on the child's			
Parent/Guardian Acknowledgement Statement			
To ensure the safety of your child we cannot delete documented unless we have a signed note from the longer allergic to that item(s) and may now have the item(s); nor can we add an item(s) or change a med child's physician.	e child's physician stating that the child is no at specific food(s); or be exposed to the		
I understand that Bright Horizons requires the most allergy. I also understand that for the safety of my conformation will be posted in the classrooms and kit	child, my child's photograph and allergy		
Physician Signature	Date		
Parent/Guardian Signature	Date		
Director/Principal Signature	Date		

This plan must be updated annually or whenever there is any change in treatment or the child's condition changes.

For complete medication administration information, it may be necessary for the medical provider and parent/guardian to complete the Medication Authorization form.





## **Suspected Allergy/Food Intolerance Form**

This form is to be completed by the parent/guardian when the parent/guardian suspects their child may be allergic to a product or has a food intolerance; however, has not received a medical diagnosis or a health care plan from the child's medical provider.

Note: If the suspected allergy or food intolerance is medically diagnosed, a Health Care Plan completed and signed by the child's medical provider is required (provided by the center).

Child's Name:	Child's Date of Birth
My child has a: Suspected allergy	y Good intolerance to:
	Family history freaction):
Other:	
	the most up to date information regarding my child's suspected hat for the safety of my child, my child's photograph and allergy s and kitchen.
Parent/Guardian Signature	Date
condition changes.	od intolerance and allow your child to eat the suspected complete the following.
	, acknowledge that my child no longer has a suspected
allergy to	
at Bright Horizons.	
(Signature of the Parent/Guardian)	(Date)





## **Asthma Health Care Plan**

Name of Child:		_ Date of Birth:	
Parent/Guardian Name:		Phone:	
	lame: Phone:		
The following information she	ould be completed by the c	hild's health care provider.	
Severity:  Mild  Mild P	ersistent   Moderate Pe	rsistent	
Check All Triggers	- Francisco	□ Pet Dander	
Ucleaning Products	☐ Cleaning Products ☐ Exercise		
□ Colds/Flu	Food	Smoke	
□ Cut Flowers, Grass, Pollen		☐ Sudden Temperature Change	
□ Dust Mites	☐ Ozone Alert		
□ Other:			
Suggested classroom strateg		needs:	
Specific Medical Information:			
Medication to be administered:* side effects:	Yes No If yes, medica	tion to be administered and potential	
parent/guardian to complete the M	edication Authorization form.	cessary for the medical provider and	
Potential consequences to child	l if treatment is not administe	red:	
Staff Training Needs:			
Additional Emergency Procedur	es/Instructions (including wh	en 911 should be called):	
GO (Green Zone)			
the child: What to do:		Medication:	
<ul><li>Is breathing regularly</li><li>Has no coughing or wheezing</li><li>Can engage in active play</li></ul>	Allow current activity	"As needed medication" not needed     Regular medication to be given as ordered	
CAUTION (Yellow Zone)			
If the child has:	What to do:	Medication	
<ul> <li>Farly signs of a cold (runny nose)</li> </ul>	Cease current activity	Administer the "As needed	





Bright	_ Horizons
bright	HOHZOHS.
spezina)	

- Exposure to a known trigger
- Coughing
- Mild wheezing
- Chest tightness

- If the child is outdoors bring inside
- Observe breathing before and after the treatment (15 minutes)
- medication" per the Medication Authorization Form and follow directions for use
- Monitor breathing status if no improvement follow the steps for the DANGER (Red Zone)

#### DANGER (Red Zone)

#### If the child's asthma worsens and any of the following apply:

- The medications are not helping within 15-20 minutes of administration.
- Breathing is becoming hard and fast
- Nose (nostrils) open wide
- Ribs are showing
- Lips, fingernails or mouth area are blue or blue gray in color
- Trouble walking or talking

#### What to do:

- Call 911
- · Stay with the child—Stay calm
- · Ancillary staff notify the parent/guardian
- · Accompany the child to ER
- · Complete an Occurrence Report within 24 hours

#### Medication:

- · Medication available has already been given with no relief
- · Notify EMS staff regarding the type of medication and the time it was given.

Staff Training				
Staff may be trained by:  The following staff have been trained on the child's medical condition:				
Parent/Guardian Acknowledgement Statement				
To ensure the safety of your child Bright Horizons cannot delete a health care diagnosis which has previously been documented unless we have a signed note from the child's physician stating that the condition no longer exists; nor can we add an item(s) or change a medication without a signed note from the child's physician.				
I understand that Bright Horizons requires the most up to date information regarding my child's health. I also understand that for the safety of my child, my child's photograph and health information will be posted in the classrooms and kitchen.				
Physician Signature	Date			
Parent/Guardian Signature	Date			
Director/Principal Signature	 Date			

This plan must be updated annually or whenever there is any change in treatment or the child's condition changes.

# INFANT PERSONAL CARE PLAN DEVELOPMENTAL HISTORY FORM

Today's Date:		Date of Enrollment/Transition:		
		Date of Birth:		
Date of Last Physica	al (for WA State only): _			
What would you like	e us to call your child?:_			
Parent/Guardian Na	ame:			
	ame:			
Name of Person Con	npleting Form:			
FAMILY INFORM				
In the columns belo	ow list the names of far	nilv	Please list the word	s used in your
	with the child. Please in		language correspond	
	relatives, and pets. For			ditional words in the
	de the name the child u		blank columns if ne	eded.
to address that individual and include ages of		I'll take good care of y	ou	
siblings.	TT 1:11 11		I see that you are cryi	ng
Name	How child addresses this individual?	Agra	Let's change your diap	per
Ivallie	tills iliaividual:	Age	I like your smile	
	***	-	It's time for your bottl	le
		-	Time to eat	
			Time for your nap	
		-	Mommy will be back	
			Daddy will be back	
If parental custody	is shared, describe the	custody	arrangements:	
			e:	
	cultural family custon			
child's experience n	nore meaningful, includ	ling lang	guages spoken at home	



Note: For documented medical allergies an Allergy Health Care Plan completed by the child's medical provider is required.



CHILD'S NAME:				
NUTRITION PRAC	TICES AND R	OUTINES		
How is your child fed? C	Sheck all that apply:	Breast: Bottle	e: Cup:	
In the corresponding rov	w, provide your chil	ld's feeding details.		
	Brand	Amount	Preferred time of day given	
Formula/Milk				
Breast Milk				
Juice				
	y breast fed, please	outline your daily plan		
If you haby is bugget	fod on monitoring of		h	
If your baby is breast	led or receiving e	xpressed breast milk	, how can we support you?	
List special dietary red	quests, and restri	ctions:		
	•			
TT 1:10 1 1				
Have solid foods been introduced? Yes No If yes, please identify:				
Food likes and eating preferences:				
Child Eats With: Spoon: Fork: Fingers:				
Child is Fed in: Highchair: In Arms: Bouncy Seat: Other:				
Preferred time of day to feed child: A.M. A.M. P.M. P.M.				
Additional Information:				



CHILD'S NAME:
SLEEPING ROUTINES
Pre-nap routines/rituals:
Number of naps daily: From: To: From: To: From: To:
Preferred sleep position*:
At home child sleeps in (Check all that apply: Bassinet: Crib: Bed:
Child's typical waking behavior/routine:
Special sleeping concerns:
and the child's physician, stating that the child should be placed in a position other than on his/her back and if allowed by the state licensing agency. Following the recommendation of the American Academy of Pediatrics, soft items such as bumpers, stuffed animals (including pacifiers with a stuffed animal attached), blankets and quilts are not allowed in cribs. The use of sleep or swaddle sacks are recommended for naptime; however, there may be restrictions on the use of and type of these by the state licensing agency.
COMFORTING CHILD
Position child prefers to be held: Security object (if any): Name child uses for object/when needed:
Security object (if any): Name child uses for object/when needed:
Does your child use a pacifier? Yes No If yes, when:
DIAPERING/TOILETING ROUTINES  Please check which type of diapers you will provide: disposable: cloth:
Words used for urination:
Words used for bowel movement:



CHILD'S NAME:
SOCIAL RELATIONSHIPS  Has your child had any experience with group care? If yes, please describe:
How does your child react to new situations and new children and adults?
Has your child had previous child care experience? If yes, explain how it met, or did not meet, your expectations?
Child's favorite toys and activities:
Doog young shild house one frame? Everlaine
Does your child have any fears? Explain:
ADDITIONAL PERTINENT INFORMATION  To help us care for your child as an individual, please explain your parenting philosophy:
Is there additional information you feel is important for the staff to know about your child or family?
What do you as a family, hope to get out of this child care experience?



CHILD'S NAME:		
Sections of this Personal Care Pl parent/guardian.	an will be updated every 3 i	months or sooner if requested by a
Parent/Guardian Signature:		Date:
Staff Signature:		Date:
Date of Change:	Parent Initials:	Staff Initials:
Date of Change:	Parent Initials:	Staff Initials:
Date of Change:	Parent Initials:	Staff Initials:
Date of Change:	Parent Initials:	Staff Initials:
Date of Change:	Parent Initials:	Staff Initials:
Date of Change:	Parent Initials:	Staff Initials:
D-4 f Cl	Danas Taitiala	Chaff Initiala.