



### **Child Information Form**

Child's Name:		Primary Language:		
Child's Address:				
Place of Birth: Street		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	Address:	
Cell Phone:	*			
Home Phone:				
Others in Family Relationship:				
Parent/Guardian Business Inform	nation			
Company Name:		Company Nar	ne:	
Address:		Address:		
Business Phone:		Business Pho	ne:	
E-mail Address:		E-mail Addres	ss:	
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:		City/Town		
Street Date of Child's Last Physical (WA St		CIW/TOWN		Zip Code
Name of Dentist:			Phone:	
Dentist Address:Street		City/Town		Zip Code
Parent/Guardian Signature:			Date:	
FOR CENTER USE: Center:	D	ate of Admission	Age of Admission:	
Date Registration Fee Rec'd:		Discharge Date:	Director's Initials:	

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

ORIGINAL: CHILD'S FILE

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.				
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 and	d signature is required by Bright
11/	Horizons. If any changes are necess	sary, a new form will be completed.
	PARENT/GUARDIAN SIGNATURE	REVIEW DATE
<b>Bright Horizons</b> .  Early Education & Preschool	PARENT/GUARDIAN SIGNATURE	REVIEW DATE
	PARENT/GUARDIAN SIGNATURE	REVIEW DATE

11/2018

## Parental Agreements with Child Care Facility

The _		agrees to provide day care for			
) <del>.</del>	(Name of Facility)				
	on on	(Days of Week)	a.m. to	p.m.	
from	(Name of Child)	(Days of Week)			
nom_	Month	to Month	··		
My ch	ild will participate in the fol	llowing meal plan (circle applicat	ble meals and snack	cs):	
		Breakfast			
		Morning Snack			
		Lunch			
		Afternoon Snack			
		Evening Snack			
		Dinner			
		Bedtime Snack			
date; r	name of child; name of medi	d to my child, I will provide a wa cation; prescription number; if an ne will be in the original containe	ny; dosages; date ar	nd time of day	
	ild will not be allowed to en ized by parent (s), or facility	nter or leave the facility without by personnel.	eing escorted by th	e parent(s), person	
as they	occur, e.g., telephone num	ity to keep my child's records cur bers, work location, emergency c and immunization records, etc.			
	cility agrees to keep me info ations, etc., which include m	ormed of any incidents, including ny child.	illnesses, injuries,	adverse reactions to	
		agrees to obtain written a on, field trips, special activities are or that is more than two (2) feet de		me before my child y, and water-	
I autho	orize the child care facility to	o obtain emergency medical care	for my child when	I am not available.	
I have	received a copy and agree t	o abide by the policies and proce	dures for		
(Nam	e of Facility)				
well as		lvise me of my child's progress a necerning my child's special need lity activities.			
Signed	1:	D	ate:		
6	(Parent/Guardian)	D			
Signed	1:	D	ate:		
3.5.100	l:(Facility Adminis	trator/Person-In-Charge)	707.7 Å <u></u>		

#### Authorization to Dispense External Preparations

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

the the

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 of parent.

scription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signal parent.
ive, permission to apply one or more of owing topical ointments/preparations to my child in accordance with the directions on the label of tainer.
Baby Wipes
Band-aids
Neosporin or similar ointment
Bactine or similar first aid spray
Sunscreen
Insect Repellent
Non-Prescription ointment (such as A & D, Desitin, Vaseline)
Baby Powder
Other (please specify)
Parent/Guardian Signature Date

\*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).
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 give Bright Horizons permission to apply (name of sunscreed and/or (name of insect re	epellent)
warrant and consistent with package instructions (subject to a my child, (not to exceed one year).	ny special instructions below) to from/ to
I do not give Bright Horizons permission to applysunscree child, I do not hold Centers LLC responsible for my decision and understand that as a result. I understand that I should provide protective close lightweight long sleeve shirt and pants instead, to protect r insects during outdoor activities.	Bright Horizons Children's my child may be sunburned/bitten thing including a hat,
Special Instructions	
Sunscreen:	
Insect Repellent:	
(Parent/Guardian Signature)	(Date)





## **Allergy Health Care Plan**

Child's Name:	DOB:
Parent/Guardian Name:	Phone:
Physician's Name:	Phone:
Allergen	Treatment/Substitution
Type of allergy transmission/trigger: Inge	
Note: Do Not Depend on Antihistamines or Inl EPINEPHRINE.	nalers to treat a SEVERE reaction. USE
Extremely Reactive to the Following Foodstherefore:	;
☐ If checked, give epinephrine for ANY sympton	ns if the allergen was likely eaten.
☐ If checked, give epinephrine immediately if the symptoms are noted.	e allergen was definitely eaten, even if no
For the following signs of a <i>mild</i> allergic react	ion administer:
□ <b>Skin:</b> Hives: Mild Itch	□ <b>Nose:</b> Itchy, Runny, Sneezing
□ <b>Stomach:</b> Mild Nausea/Discomfort □ <b>Other:</b>	□ Mouth: Itchy
For any of the following signs of a SEVERE all symptoms from different body areas, give EPI directed, give other medications (antihistamin difficult or vomiting, place on side, or sit up.	NEPHRINE and CALL 911. If prescribed and
□ <b>Mouth:</b> Significant Swelling of Tongue and/or L pulse, dizzy	.ips □ <b>Heart</b> : Pale, blue, faint, weak
□ <b>Throat:</b> Tight, hoarse, trouble breathing/swallo	wing   Lungs: Short of Breath
□ Skin: Many hives over body, widespread redne severe diarrhea	ess
□ <b>Other:</b> Feeling something bad is about to happ	en; anxiety, confusion
Other Medication Instructions:	





Prescribed 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 No	ot Administered:			
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 we cannot delete an documented unless we have a signed note from the ch longer allergic to that item(s) and may now have that spitem(s); nor can we add an item(s) or change a medical child's physician.	ild's physician stating that the child is no pecific food(s); or be exposed to the			
I understand that Bright Horizons requires the most up to date information regarding my child's allergy. I also understand that for the safety of my child, my child's photograph and allergy information will be posted in the classrooms and kitchen.				
Dhysisian Olymphus	Dete			
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.

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## **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:  $\square$  suspected allergy  $\square$  food intolerance to: I suspect /am concerned my child may be allergic for the following reasons: ☐ No previous exposure Family history Previous reaction (please explain/date of reaction): ☐ Other: \_\_\_\_\_\_ I understand that Bright Horizons requires the most up to date information regarding my child's suspected allergy/food intolerance. I also understand that for the safety of my child, my child's photograph and allergy information will be posted in the classrooms and kitchen. Date Parent/Guardian Signature This form must be updated annually or whenever there is any change in treatment or the child's condition changes. To eliminate the suspected allergy or food intolerance and allow your child to eat the suspected item(s) while at Bright Horizons, please complete the following. \_\_\_\_\_, acknowledge that my child no longer has a suspected allergy to\_\_\_\_ and may now be served this item(s) while at Bright Horizons. (Signature of the Parent/Guardian) (Date)





## **Asthma Health Care Plan**

Name of Child:		Date of Birth:	
Parent/Guardian Name:		Phone:	
Physician's Name:		Phone:	
The following information sho	ould be completed by the	child's health care provider.	
Severity:   Mild   Mild Pe	ersistent □ Moderate P	ersistent    Severe Persistent	
Check All Triggers			
□ Cleaning Products	Exercise	□ Pet Dander	
□ Colds/Flu	□ Food	□Smoke	
□ Cut Flowers, Grass, Pollen		☐ Sudden Temperature Chang	
□ Dust Mites	☐ Ozone Alert		
□ Other:			
	ies to support this child's	s needs:	
Specific Medical Information:			
Medication to be administered:* side effects:		eation to be administered and potentia	
parent/guardian to complete the Me	edication Authorization form.	ecessary for the medical provider and	
Staff Training Needs:			
Additional Emergency Procedur	es/Instructions (including w	hen 911 should be called):	
GO (Green Zone)			
If 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	
Early signs of a cold (runny nose.)	Cease current activity	Administer the "As needed	





21191111111111111			
sneezing)  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 Acknowledgeme	ent 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		ate	

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

Date

Director/Principal Signature

## Preschool/Kindergarten/School-Age Personal Care Plan DEVELOPMENTAL HISTORY FORM

Today's Date:	Dai	te of Enro	llment/Transition:
Child's Name:	Dat	te of Birth	ı:Age:
Date of Last Physic	eal (for WA State only):		
What would you lik	te us to call your child?		
What languages are	e spoken at home?		
Parent/Guardian N	Jame:		
Parent/Guardian N	Vame:		
Name of Person Co	mpleting Form:		
Primary Teacher:			
Classroom:			
FAMILY INF	ORMATION		
with the child. Ple pets. For each per	elow list the names of family members case include siblings, extended relative con listed provide the name the child u	s, and	Please list words used in your language corresponding to the English below. Include additional words in the blank columns if needed.
address that indiv	ridual and include ages of siblings.		I'll take good care of you
Name	How child addresses this individual?	Age	I see that you are crying
			Time to go outside
			I like your smile
			Time for snack/lunch
			Everyone is resting now
		_	Mommy will be back
			Daddy will be back
			Time to use the bathroom
			Now we wash our hands
			It's group time
			It's choice time. You can choose what you want to do.
If parental custody	is shared, describe the custody arrang	ements:	
	t cultural family customs, rituals, or tra ling languages spoken at home:		nat will help us make your child's experience more

# Child's Name: ..... DEVELOPMENTAL HISTORY What languages does your child speak? Do you have developmental concerns about your child? Does your child have any speech difficulties? Yes \( \sigma \) No \( \sigma \) If yes, explain: ...... How does your child communicate his/her needs? CHILD'S HEALTH List medications regularly taken and conditions requiring them: Describe serious illnesses or hospitalizations: Describe special physical conditions, disabilities, allergies, or concerns: ...... Does your child have a special need? Explain special services and accommodations, which are different from those provided by the center's routine program (i.e. exercises, equipment, materials, or special services personnel):

Preschool/Kindergarten/School-Age Personal Care Plan: DEVELOPMENTAL HISTORY FORM

## Preschool/Kindergarten/School-Age Personal Care Plan: DEVELOPMENTAL HISTORY FORM Child's Name: NUTRITION PRACTICES AND ROUTINES Does your child have any eating difficulties? Yes 📮 No 📮 If yes, explain: ...... List special dietary requests, and restrictions: ...... Food likes and eating preferences: ..... Child eats with: Spoon □ Fork □ Fingers □ Other □ ...... Additional Information: ..... SLEEPING ROUTINES Does your child become tired or nap during the day? Yes \( \sime \) No \( \sime \) If yes, what time and for how long?..... Pre-nap routines/rituals: What time does your child go to bed at night? ...... Wake in morning? ...... At home child sleeps in (Check all that apply): Bed \(\sigma\) With parents \(\sigma\) Child's typical waking behavior/routine/mood: .....

Special sleeping concerns:

## Child's Name: TOILETING ROUTINES Is your child reluctant to use the bathroom? Yes 🗖 No 📮 If yes, how do you handle this?..... Is your child toilet trained? Yes □ No □ Urination □ Bowels □ Both □ If no, does child wear diapers? Yes □ No □ Does your child have accidents? Yes Do No Do If yes, how often/when? What is used at home for toileting? Potty chair □ Special seat □ Regular seat □ Explain: ..... How can we support toilet learning?.... Words used for urination: Words used for bowel movement: ..... Are bowel movements regular? Yes 🔲 No 🗖 How often/when? ...... Is there a problem with: Diarrhea Constipation Explain: COMFORTING CHILD Describe how adults can comfort your child?

Preschool/Kindergarten/School-Age Personal Care Plan: DEVELOPMENTAL HISTORY FORM

## Preschool/Kindergarten/School-Age Personal Care Plan: DEVELOPMENTAL HISTORY FORM Child's Name: SOCIAL RELATIONSHIPS Has your child had any experience with group care? Yes □ No □ If yes, please describe: ...... Describe your child's temperment: Determined 🗆 Outgoing 🗖 Shy 🗖 Relaxed 🗖 Assertive 🗖 Explain: ...... How does your child react to new situations and new children and adults? Does your child prefer to play: Alone □ In small groups □ Explain: ..... Has your child had previous child care experience? Yes 🗖 No 📮 If yes, explain how it met, or did not meet, your expectations? Child's favorite toys and activities: Does your child have any fears? Yes \(\sigma\) No \(\sigma\) If yes, please 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? ......

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## Preschool/Kindergarten/School-Age Personal Care Plan: DEVELOPMENTAL HISTORY FORM

Child's Name:			
Sections of this Personal Care P	lan will be updated annually or sooner if req	uested by a parent/guardian.	
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:	