

Ohio Department of Job and Family Services  
**CHILD ENROLLMENT AND HEALTH INFORMATION  
 FOR CHILD CARE**

**This form shall be completed prior to the child's first day of attendance and updated annually and as needed.**

Child's Name		Date of Birth		First Day at Program/Home	
Home Address				City	
State		Zip Code	Home Telephone Number		
Parent/Guardian Name #1			Relationship to Child		
Home Address <input type="checkbox"/> Same as Child's			Home Telephone Number <input type="checkbox"/> Same as Child's		
City		State		Zip	
Email Address (if applicable)			Cell Phone (if applicable)		
Parent's Work/School Name			Parent's Work/School Telephone Number		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the program/home requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please indicate which information above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email					
Where can you be reached while your child is in this program/home?					
Parent/Guardian Name #2			Relationship to Child		
Home Address <input type="checkbox"/> Same as Child's			Home Telephone Number <input type="checkbox"/> Same as Child's		
City		State		Zip	
Email Address (if applicable)			Cell Phone		
Parent's Work/School Name			Parent's Work/School Telephone Number		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the program/home, requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please indicate which information above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email					
Where can you be reached while your child is in this program/home?					
<b>Emergency Contacts:</b> Parents <b>cannot be listed</b> as emergency contacts. List the name of <u>at least one person</u> who can be contacted in the event of an emergency or illness <b>if you cannot be reached</b> . Any person listed should be able to assist in contacting you. At least one person listed must be able to take responsibility for the child in case the parent/guardian cannot be contacted and should be at least 18 years of age.					
Name			Name		
City		State	City		State
Telephone Number		Relationship to Child	Telephone Number		Relationship to Child
Other numbers where emergency contact can be reached (if applicable)			Other numbers where emergency contact can be reached (if applicable)		
Name of Physician or Clinic/Hospital					
Street Address					
City		State		Telephone Number	

Child's Name

**Allergies, Special Health or Medical Conditions, and Medical Foods**

Fill in this section accurately and completely. Please note that if your child has a **current** health or medical condition requiring child care staff to perform child specific care, such as: to monitor the condition, provide treatment, care, or to give medication, the JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed and be kept on file at the program/home.

Does your child have any food, medication or environmental allergies? (*check all that apply*)

- No  
 Yes - *check all that apply*     Food     Medication     Environmental    Please list and explain:

Does your child's allergy/allergies require child care staff to monitor your child for symptoms to take action if a reaction occurs, or give emergency medication to your child? (*check one*)

- No  
 Yes - a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed.

Does your child have a developmental delay or special health or medical condition? (*check one*)

- No  
 Yes - please explain

Does the special health or medical condition require child care staff to perform a procedure, or perform child specific care such as: to monitor your child for symptoms or administer medication during child care hours? (*check one*)

- No  
 Yes - a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed.

Is your child currently using any medication or medical food? (*check one*)

- No  
 Yes - please explain

If yes, does this medication or medical food need to be administered at the child care program/home?

- No  
 Yes - a JFS 01217 "Request for Administration of Medication" must be completed and kept on file for each medication and a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed for the medical food.

Does your child have any dietary restrictions, including those for medical, religious or cultural reasons? (*check one*)

- No  
 Yes - please explain

Does this dietary restriction require a modified diet that eliminates all types of fluid milk or an entire food group?

- No  
 Yes - written instructions from the child's health care provider must be on file.  
 N/A - program does not provide meals or snacks to the child.

Child's Name

List any history of hospitalization, outpatient surgery, or previous health concerns that would be needed to assist the staff **or medical personnel** in an emergency situation.

Not applicable

List any additional information about your child that would be useful for staff to know, such as fears or ways that your child prefers to be comforted.

Not applicable

List any additional information about your child that would be useful for staff to know, such as eating or sleeping habits.

Not applicable

List any additional information about your child that would be useful for staff to know, such as special routines, or behavior needs.

Not applicable

Child's Name
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**Diapering Statement**

Is your child toilet trained? <input type="checkbox"/> Yes <i>(If yes, skip to Emergency Transportation Authorization section)</i> <input type="checkbox"/> No <i>(If no, fill out the following:)</i>	
The program's policy is to check diapers every ____ hours. Please indicate if you want your child's diaper checked according to the program's policy or another:	
<input type="checkbox"/> I agree with the program's schedule <input type="checkbox"/> I do not agree, please check my child's diaper every ____ hours.	

**Emergency Transportation Authorization**

<b>Give <u>Permission</u> to Transport</b>	<b>OR</b>	<b><u>Do Not Give Permission</u> to Transport</b>
Program or Home Name <b>Hosanna Lutheran Childhood Center</b>	<b>Do not sign both</b>	Program or Home Name
<b>has permission</b> to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which my child will be transported.		<b>does not have permission</b> to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. I wish for the following action to be taken:
Parent's Signature _____ Date _____		Parent's Signature _____ Date _____

**Acknowledgement of Policies and Procedures**

I have reviewed and received a copy of the program's or home's policies and procedures/handbook. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(check one)</i>	
This form, after being completed and signed by the parent/guardian, must be reviewed for completeness and signed by the administrator/designee prior to the child receiving care.	
Parent/Guardian Signature(s) _____	Date _____
Administrator/Designee Signature _____	Date _____

The form is to be initialed and dated, at least annually, after it has been reviewed by the parent/guardian. This is to indicate all information has stayed the same or changes have been noted. If significant changes are needed, please complete a new form.			
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review

**Note:**

This is a prescribed form which must be used by child care providers to meet the requirements to rules 5101:2-12-15, 5101:2-13-15, and 5101:2-14-04. This form must be on file at the program or home on or before the child's first day of attendance and thereafter while the child is enrolled.

Ohio Department of Job and Family Services  
**CHILD MEDICAL STATEMENT FOR CHILD CARE**

Child's Name ( <i>print or type</i> )	Date of Birth
<b>Note: Sections A and B must be completed by the examining Health Care Practitioner (Physician/Physician's Assistant/Advanced Practice Registered Nurse/Certified Nurse Practitioner):</b>	
<b>Section A- EXAMINATION</b>	
√ The above named child has been examined.	
√ The above named child is in suitable condition for participation in group care (i.e. free of infectious disease, mentally and physically fit to be in group care).	
√ The above named child does not have allergies OR is allergic to the following ( <i>please list in space below</i> ):	
<i>Check below, if applicable:</i>	
<input type="checkbox"/> Additional information that will assist the child care program in providing appropriate child care for the above named child (special health care and developmental considerations) accompanies this form.	
Optional: Measurements and Recommended Assessments/Screenings	
Height _____	Vision _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
Weight _____	Hearing _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
BMI _____	Dental _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
	Lead _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
	Hemoglobin _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
Notes:	Other: _____
<b>Signature of Examining Health Care Practitioner</b>	Date of Examination
Name of Examining Health Care Practitioner	Telephone Number
Street Address	City, State and Zip Code

**ATTACH A COPY OF THE CHILD'S IMMUNIZATION RECORD INCLUDING DATES (MM/DD/YYYY FORMAT) OF DOSES OF ALL IMMUNIZATIONS.**

<b>IMMUNIZATION (Complete ONLY ONE SECTION below)</b>	
<b>Section 5104.014 of the Ohio Revised Code requires immunizations against the following diseases:</b>	
Chicken pox, Diphtheria, Haemophilus influenzae type b, Hepatitis A, Hepatitis B, Influenza, Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella and Tetanus.	
<b>Section B - To be completed by the EXAMINING HEALTH CARE PRACTITIONER:</b>	Initials of Examining Health Care Practitioner
<input type="checkbox"/> The above named child has been immunized against the diseases listed above.	
<i>If an immunization is medically contraindicated or not medically appropriate for the child's age, note any exceptions by listing the specific immunization(s):</i>	
	Date
<b>Section C - To be completed by the child's parent ONLY IF WAIVING AN IMMUNIZATION(S):</b>	Signature of Parent
<input type="checkbox"/> I have declined to have my child immunized for reasons of conscience, including religious convictions against all of the diseases listed above or against the following disease(s):	

## Family Information Sheet

Child's Name (Last)	(First)	Nickname (if any)
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Who lives at home with your child?
What is the primary language spoken in your child's home?
Are there any special family arrangements, such as shared parenting, living in two homes, or custody specifications, etc.?
Are there any changes or transitions that your child has recently experienced or is experiencing? (Moved from crib to bed, divorce, new home, death of family member, friend or pet)?
Are there any cultural or religious practices of your family we should be aware of? (Dietary restrictions, clothing, head coverings, etc.)?
Describe your child's personality and behavior along with any special interests.
Are there things that frighten your child? If so, how does he/she react and what do you do to comfort him/her?
What are your expectations of this program?
What other information would be helpful for the staff caring for your child to know?

Parent Signature

Date

# HOSANNA LUTHERAN CHILDHOOD CENTER AUTHORIZATION FOR RELEASE

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_

Parent's Name (printed): \_\_\_\_\_

Class:        Pre-K        2 Day \_\_\_\_        3 Day \_\_\_\_        5 Day \_\_\_\_  
                  (Room A, B, C)

                  Preschool    2 Day AM \_\_\_\_        2 Day PM \_\_\_\_  
                  (Class D)    3 Day AM \_\_\_\_        3 Day PM \_\_\_\_  
                                  5 Day AM \_\_\_\_        5 Day PM \_\_\_\_

The following people have authorization to pick up my child from Hosanna Lutheran Childhood Center.

Note: Both parent/guardians and emergency contacts on page one of ODJFS form 01234 Child Enrollment & Health Information form do not need to be included here. They will automatically be authorized to pick up your child, unless otherwise shared with the director. Include here only ALTERNATE individuals (not parent/guardian or emergency contacts) who may also pick up your child.

1. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

2. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

3. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

4. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

5. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

6. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

I understand that if changes need to be made that it is my responsibility to contact the preschool administrator.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

# HOSANNA LUTHERAN CHILDHOOD CENTER AUTHORIZATION FOR PHOTOGRAPHS

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Name (printed): \_\_\_\_\_

Class:      Pre-K 2 Day \_\_\_\_      3 Day \_\_\_\_      5 Day \_\_\_\_  
                 (Room A, B, C) .

                 Preschool 2 Day AM \_\_\_\_      2 Day PM \_\_\_\_  
                 (Class D) 3 Day AM \_\_\_\_      3 Day PM \_\_\_\_  
   5 Day AM \_\_\_\_      5 Day PM \_\_\_\_

## CHOOSE ONE ONLY:

\_\_\_\_\_ I grant permission for my child to be photographed while attending Hosanna Lutheran Childhood Center. I also understand that photographs of my child could appear in newsletters, local newspapers, and/or the HLCC website to promote Hosanna Lutheran Childhood Center.

\_\_\_\_\_ I grant permission for my child to be photographed while attending Hosanna Lutheran Childhood Center. I understand that my child will ONLY appear on the locked/password protected HLCC website for parents only (WEBSITE ONLY).

\_\_\_\_\_ I refuse to grant permission for my child to be photographed while attending Hosanna Lutheran Childhood Center. I also understand that NO photographs will appear in newsletter, local newspapers, and/or the HLCC website to promote HLCC (NO PHOTOS).

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Hosanna Lutheran Childhood Center  
Financial Obligation 2024-2025**

Child's Name \_\_\_\_\_

**Your child is registered for:**

Preschool (3 years old & completely potty-trained)      Half Day Sessions      AM: 9 a.m. to 11:30 p.m.  
PM: 12:30 p.m. to 3 p.m.

\_\_\_\_\_ 3 Day AM Monday/Wednesday/Friday      \$210/monthly payment plan or \$1,890/year  
\_\_\_\_\_ 3 Day PM Monday/Wednesday/Friday

\_\_\_\_\_ 2 Day AM Tuesday/Thursday      \$180/monthly payment plan or \$1,620/year  
\_\_\_\_\_ 2 Day PM Tuesday/Thursday

\_\_\_\_\_ 5 Day AM Monday-Friday      \$355/monthly payment plan or \$3,195/year  
\_\_\_\_\_ 5 Day PM Monday-Friday

Pre-K (4 years old, kindergarten readiness)      All Day Sessions      9 a.m. to 2 p.m.

\_\_\_\_\_ 3 Day Monday/Wednesday/Friday      \$310/monthly payment plan or \$2,790/year

\_\_\_\_\_ 2 Day Tuesday/Thursday      \$250/monthly payment plan or \$2,250/year

\_\_\_\_\_ 5 Day Monday-Friday      \$510/monthly payment plan or \$4,590/year

**Payment Schedule**

Your payment schedule is as follows:

Pmt #:	Due on:		
1	August 15	6	January 15
2	September 15	7	February 15
3	October 15	8	March 15
4	November 15	9	April 15
5	December 15		

Payments are due on the 15<sup>th</sup> of every month. If they are not received by the 20<sup>th</sup> of the month, you will be charged a late fee of 20% of the outstanding balance. Please see the parent handbook for information on late payments.

**\*\* Please note that your Enhancement Fee is due on June 15<sup>th</sup>. \*\***

**If you choose to withdraw, you must withdraw by August 15<sup>th</sup> or Enhancement and one month of tuition will be due.**

Please return this copy to HLCC. You will receive a bill through our billing system for your Enhancement Fee in June and Tuition fees in August. If you have any questions, please contact the bookkeeper: [accounts@hlccpreschool.org](mailto:accounts@hlccpreschool.org)

**\*\*I would like to discuss alternate payment arrangements/due dates with the bookkeeper: YES \_\_\_\_\_**

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Student Supply List

## Drop Off Schedule

To alleviate storage issues, students will bring in supplies by classroom:

- **Classroom D:** September 2024  
(You may drop off starting at parent orientation night.)
- **Classroom A:** November 2024
- **Classroom B:** January 2025
- **Classroom C:** March 2025

**NOTE:** You may drop off any time it works for your family's budget (sales, etc.)

## Art Supplies

This year, we do not need our students to bring art supplies such as crayons, markers, glue, scissors, paints, pencils, etc.

Teachers will use their wish tree on their class door and their weekly class newsletter to request items they may need throughout the year.

## Paper & Cleaning Supplies

- **Paper Plates** 100 uncoated plain white round (not foam, etc.).
- **Towels** TWO (2) rolls. Prefer select a size - to control usage.
- **Tissues** ONE (1) rectangle box of plain white (no aloe, lotion).
- **Clorox Wipes** ONE (1) round tub, @75 per container.
- **Baby Wipes** ONE (1) alcohol free soft side refill, @100 count.
- **Napkins** 100 white regular size.
- **Sandwich Bag** 100 count zip-type.
- **Gallon Bag** 50 count zip-type.

**Thank you!**

## HLCC Proposed Calendar 2024-2025

<b>Parent Orientation</b>	Wednesday, August 21 - 6 pm - 3 Day Students Thursday, August 22 - 6 pm - 2 Day Students
<b>Meet the Teacher Day</b> Times TBA	Monday, August 26 - 3 Day Students Tuesday, August 27 - 2 Day Students
<b>First Day of School</b>	Wednesday, August 28 - 3 Day Students Thursday, August 29 - 2 Day Students
<b>Labor Day</b> (No School)	Monday, September 2
<b>Staff Professional Day</b> (No School)	Friday, October 18
<b>Thanksgiving Break</b> (No School)	Wednesday, November 27 - Friday, November 29
<b>Winter Break</b> (No School)	Monday, December 23 - Friday, January 3, 2025 Return from Winter Break on Monday, January 6, 2025 **Registration opens to alumni students/families for 2025-2026 School Year**
<b>Staff Professional Day</b> (No School)	Friday, January 17
<b>Martin Luther King Jr. Day</b> (No School)	Monday, January 20
<b>President's Day</b> (No School)	Monday, February 17
<b>Spring Break</b> (No School)	Friday, March 21 Return from Spring Break Tuesday, April 1
<b>Family Fun Night</b>	Friday, April 11 - 6 p.m.
<b>Early Education Conference</b> (No School)	Friday, April 25
<b>Last Day of School</b> & Field Days	Tuesday, May 13 - 3 Day Students Wednesday, May 14 - 2 Day Students

*Field trips are scheduled as locations allow. Calendar subject to change!*