



Dear 3s, 3/4s and 4s Parents:

As you can imagine – or remember, for returning parents – there are several forms that must be completed and on file at PNS before your child can start school in the fall. Without a doubt, completing these forms is the least enjoyable aspect of the school year, but many are required by the State of Virginia, and all are important in promoting your child’s safety and well-being.

This is the first time we are making forms available via email and on the PNS website prior to the Spring Coffee meeting on May 4th. We have traditionally distributed forms the night of the Spring Coffee but hope that by sending them beforehand, we will cut down on the amount of information you will be inundated with that evening.

Please read the forms carefully, fill them out promptly, and make sure to sign where applicable. If you’d like to complete and submit all of them to me at the Spring Coffee, that would be great and give you less to worry about! If not, they must be returned to PNS, or to my home address below, by June 1, 2009. Families who return forms after that date will be charged a late fee of \$25. After July 1, 2009, the fee is \$35.

Here is a brief overview of the forms required for 3s, 3/4s and 4s classes:

- **Membership Responsibility Contract** (Form 1) – specifies parental responsibilities at Providence Nursery School, which you agree to fulfill upon signing;
- **Child Development** (Form 2) – provides important information about your child for his/her teacher;
- **Parent Resources** (Form 3) – identifies parent resources for teachers and board members;
- **Family Job Preference** (Form 4) – identifies which family jobs interest you. Families who buy-out must also choose a job. You do not have to fill out this form if you already have a family job for next year;
- **Co-oping and Substituting** (Form 5) – provides co-op and substituting information for the class representative. Not required for buy-out families;
- **Parent Health** (Form 6) – required of all adults helping/working on a regular basis in statelicensed schools. Requires a physician’s signature/official stamp. Good for a two-year period – *I will notify you separately if you are due to have this redone.* Not required for buy-out families;
- **Car Insurance** (Form 7) – required of all adults transporting any PNS student on a school-organized field trip;
- **Driving History Disclosure** (Form 8) – required of all adults transporting any PNS student on a school-organized field trip;
- **Sworn Statement or Affirmation** (Form 9) – required by all adults co-oping in the classroom. This form solicits information about convictions and child abuse complaints inside and outside of Virginia. This statement must be collected every year;
- **Emergency Care and Contact** (Form 10) – includes permission to seek emergency medical care at school, lists emergency contacts and persons allowed to pick up your child from school, and dietary restrictions;
- **Proof of Identity** – the state of VA requires proof of child’s identity and the names of current and prior child care facilities or preschools your child has attended. *This form is good for the entire time your child is enrolled at PNS;*
- **VA School Entrance Health Form** – to be filled out by you and your child’s doctor. Your child may not attend class until we have the completed form with a physician’s signature. *This form is good for the entire time he/she is at PNS;*
- **Virginia DSS Central Registry** – this form is required of all adults co-oping in the classroom and is good for a three-year period – **this form must be notarized.** For your information, we are also required to conduct a criminal history and sex offender name search with the Virginia State Police. We use the information you provide on your DSS form to conduct that background check using the Virginia State Police website. PNS pays for both services *and I will also notify you separately if you are due to have this redone.*

PNS is fortunate enough to have Janet Amiryar – a parent who is also a notary public – who has graciously offered to provide notary services, free of charge, at the Spring Coffee. Please bring this form to the Coffee **already filled out – but not signed** – in order to cut down the amount of time this will take for everyone. **Please complete ONLY Part II of the form**, and make sure it is **completely filled out with middle names and two (2) previous addresses**.

Please remember that this form **must be signed in the presence of a notary public**. If you would like to have Janet notarize your form at the Spring Coffee, please fill out the form and bring it – **along with a photo ID** – to the meeting. **You must be present to have your form notarized**.

If your child has a life-threatening health condition that requires medication to be kept at school – such as a food allergy requiring an Epi-pen – please let me know. There is separate form for that.

PNS also offers an optional additional fun hour to the school day for the students in our 3s, 3/4s and 4s classes called Lunch Bunch. Children bring their own packed lunch and enjoy eating and playing in a supervised small group setting from 12:30-1:30pm. If you would like to enroll your child in Lunch Bunch, please fill out the form in this packet.

I've included a checklist below to help you keep track of your forms so that nothing is left incomplete. Please contact me with any questions you may have as you go through this information. Also, if you run into problems completing your forms as the due date draws near, please let me know.

Thank you!

Kristin Merten
Vice President of Membership/Forms
Mom of Ryan (rising 4s class) and Adam (rising 3s class)
9062 Brook Ford Road, Burke, VA 22015
703.644.5789
kristin_07@yahoo.com

Required Forms Checklist

- _____ Membership Responsibility Contract (Form 1) – *one per family*
- _____ Child Development (Form 2) – *one per child*
- _____ Parent Resources (Form 3) – *one per family*
- _____ Family Job Preference (Form 4) – *one per family*
- _____ Co-oping and Substituting (Form 5) – *one per family*
- _____ Parent Health (Form 6) – *one per co-oping parent*
- _____ Car Insurance (Form 7) – *one per family*
- _____ Driving History Disclosure (Form 8) – *one per co-oping parent*
- _____ Sworn Statement or Affirmation Form (Form 9) – *one per co-oping parent*
- _____ Emergency Care and Contact (Form 10) – *one per child*
- _____ Proof of Identity – *one per child*
- _____ VA School Entrance Health Form – *one per child*
- _____ Virginia DSS Central Registry Search – *one per co-oping parent*

Optional Forms

- _____ Lunch Bunch – *one per child*



(FORM 1)

Member Responsibilities Contract – 3s, 3/4s and 4s Families

Providence Nursery School is a cooperative preschool that relies on the involvement of parents to make our school a success. When every family gets involved, both our school and our children benefit.

Every Providence family with a student in the 3s, 3/4s, and 4s class is required to do ALL of the following for the 2009-2010 school year, with a few exceptions (see below):

- 1) Co-op in the classroom as assigned or find a replacement (not required if you are a buyout family)*
- 2) Perform your assigned family job (discussed in attachments)
- 3) Drive and act as chaperone for one to two (1-2) field trips, depending on the class*
- 4) Participate in a PNS Clean-Up/Maintenance Day once per year*
- 5) Volunteer eight (8) hours of time to the school
- 6) Participate in at least two (2) fundraisers – one in the fall and one in the spring – but preferably more
- 7) At least one (1) parent will attend the Spring Coffee (May), Back to School Night (September), and General Membership Meeting (March)
- 8) Turn in appropriate forms and paperwork and pay security deposit of one month's tuition by June 1st*
- 9) Meet the minimum required Parent Education hours (four (4) per family)

***These items are done for each class in which you have a child enrolled.**

**** You are only allowed one buy-out per year per child enrolled.**

You may choose from co-oping, clean-up/maintenance day, volunteer hours or fundraising.

While attendance at Board Meetings is not mandatory, it goes a long way towards strengthening your family's and children's valuable relationship with the school.

I understand that my fulfillment of the Member Responsibilities listed above will be reviewed at the January 2010 board meeting. I also understand that should I fail to make a reasonable effort towards completing these responsibilities, my family's standing at PNS may be negatively impacted, including my eligibility to enroll my child(ren) for the following school year, as well as my eligibility to return for the remainder of the 2009-2010 school year. By signing this contract, I agree to these conditions.

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

President: Jennifer Lyon

Date: May 4, 2009



Providence Nursery School

A Co-operative Preschool

(FORM 3)

Parent Resources

Parents' Names: _____
Mother Father

Child(ren)'s Name(s): _____

Class(es): CDO 2s 3s 3/4s 4s

Mother's profession: _____

Father's profession: _____

Do you have any special skills or talents that you would like to share with your child's class? (i.e., hobbies, musical, artistic or dramatic training, knowledge of a foreign country or language, etc.)

Would you be willing to discuss your profession with your child's class or other Providence classes?

Do you have any personal or business relationships that might be helpful in arranging field trips or enrichment activities? If so, please detail.

Do you have any personal or business relationships that might be helpful in purchasing discounts or donations of art and school supplies, equipment, etc.? If so, please detail.

Do you know of any individuals, or local or national businesses that would be willing to donate an item, service, or gift certificate for our fall raffle?



(FORM 4)

Family Job Preference

Parent Name(s): _____

Name(s) of Child(ren): _____

Class(es) (please circle each class in which you have a child enrolled):

2s

3s

3/4s

4s

Phone Number: _____

Please list your Family Job preferences and briefly say why you are interested in the job. Please see "Family Jobs List" in your Spring Coffee folder or consult www.providencenurseryschool.com for more information on family jobs. You can also contact Karen Wallace, VP of Administration, at kandray1996@yahoo.com or (703) 440-8505 with questions.

1st Choice

Job Title: _____

Reason for Choosing: _____

2nd Choice

Job Title: _____

Reason for Choosing: _____

3rd Choice

Job Title: _____

Reason for Choosing: _____

Do you have any special considerations? (e.g. Do you work part-time or full-time; would you prefer a job that can be done at home in the evenings? On weekends? During school hours? With a younger child?) We can't guarantee that we can accommodate everyone's needs but we will try our best. Any information that you provide will be kept confidential between you and the VP of Administration.



A Co-operative Preschool

(FORM 6)

Parent Health

Child(ren)'s Name(s): _____

Class(es): 2s 3s 3/4s 4s

The Fairfax County Code requires any parent who will be participating in a preschool classroom to be screened every two years for risk and symptoms of Tuberculosis infection and disease. If screening shows you to be at risk of having been exposed to TB, you must obtain a tuberculin test or chest X-ray.

These services can be obtained from your doctor or your local health department (Joseph Willard Health Center, 3750 Old Lee Highway, Fairfax, VA, phone: (703) 246-7100).

Please attach evidence of a satisfactory risk screening, PPD test or chest X-ray result, **signed or stamped by attending medical personnel.**

Mother's full name: _____ Date: _____

Screening or test result: _____

Father's full name: _____ Date: _____

Screening or test result: _____

Please indicate if there are any health considerations that may interfere with fulfilling your cooperative responsibilities. As always, consult with your physician before testing if you are, or think you may be pregnant.



(FORM 7)

Field Trip – Car Insurance

Mother's Name: _____

Father's Name: _____

Child(ren)'s Name(s): _____

Class(es): 3s 3/4s 4s

Providence Nursery School has long counted on its members to help with transportation during field trips or outings. Using parent drivers significantly reduces the cost of group outings, and has provided the children with safe transport to and from their destinations with familiar drivers.

In order to have the financial protection necessary for our children, parents and school, PNS requires its members to have the minimum car insurance coverage listed below. If you do not have this coverage, the yearly cost to increase to the required level should be minimal. A telephone call to your agent is all that is necessary to make this change. **Please fill in the amount of your coverage in the spaces provided.**

Liability each person (\$100,000 required): _____

Liability per accident (\$300,000 required): _____

Property damage (\$10,000 required): _____

Medical per person (\$2,000 required): _____

Name of insurance company: _____

Policy number: _____ Agent's name: _____

Agent's telephone number: _____

Mother's signature

Date

Father's signature

Date



(FORM 8)

Driving History Disclosure

I, _____, am the parent of

(child or children attending PNS). I understand that, prior to transporting any Providence Nursery School students on a preschool-organized field trip or outing, I am required, under Virginia regulation 22 VAC 200(D), to disclose any traffic violation that I have had in the last five (5) years. For purposes of this disclosure, parking tickets or parking violations are not "traffic violations."

Check one:

_____ To my knowledge, I have had no traffic violations in the last five (5) years.

OR

_____ I have had the following traffic violation(s) in the last five (5) years (please explain):

Signature: _____

Date: _____

Driving History Disclosure Requirements

PNS has long counted on its members to help with transportation during field trips or outings. Using parent drivers has helped significantly to reduce the cost of group outings, and it has provided the children with safe and familiar rides to and from their destinations. While we will still be able to have parent drivers on field trips, new Virginia regulations have made it necessary for the school to have more formal guidelines on who may be a driver. Under Virginia regulation 22 VAC 200(D), a participating parent (part of the "staff") who drives a vehicle transporting children must now disclose any traffic violation that occurred five years prior to or during his or her assignment as a driver. As a result, all parents driving on field trips are asked to sign a disclosure form stating either that he or she has no driving violation record, or explaining what traffic violations have occurred during the last five years.

Virginia regulations generally leave open the question of what number or kind of past traffic violations will bar a person from transporting children. Each school can form its own policy on this subject. The Board recently voted on a policy that it believes will ensure the children's safety and be fair to parents. For guidance in crafting the policy, the Board researched Fairfax County rules on bus drivers and driving education instructors. The final policy largely mirrors certain Fairfax County rules and will be added to the school's Handbook:

The school may ask parents to be drivers for the children's field trips or group outings. Under Virginia regulations, any parent wanting to be a driver must first sign a form disclosing any traffic violation within the last five years. Any conviction for driving under the influence, eluding police, vehicular manslaughter, fleeing an accident scene, reckless driving or other similarly serious violation will disqualify a parent from being a driver. Any parent with less than three (3) minor moving traffic violations in the last five (5) years will be permitted to drive children on the outing, provided that the parent has had no more than one (1) such traffic violation in a six (6)- month period.



(FORM 9)

Sworn Statement or Affirmation

Please Print

Last Name First Middle Maiden Social Security Number

Current Mailing Address City Zip Code

Name of Licensed/Registered City Zip Code
Approved Facility/Provider

1. Have you ever been convicted of or are you the subject of pending charges of any crime **within** the Commonwealth or equivalent offense **outside** the Commonwealth?

Yes (convicted **in** Virginia) Yes (pending **in** Virginia) No

If yes or pending, specify crime(s): _____

Yes (convicted **outside** Virginia) Yes (pending **outside** Virginia) No

If yes or pending, specify crime(s) and state, or other location: _____

2. Have you ever been the subject of a founded complaint of child abuse or neglect **within** or **outside** the Commonwealth?

Yes (**in** Virginia) No (**in** Virginia)

Yes (**outside** Virginia) No (**outside** Virginia)

If yes or pending, specify state, or other location: _____

I hereby affirm that the information provided on this form is true and complete. I understand that the information is subject to verification.

Signature

Date

**DEPARTMENT OF SOCIAL SERVICES
DIVISION OF LICENSING PROGRAMS
(Model Form)**

Explanation of Sworn Statement or Affirmation

Requirement: Sections 63.2-1704, 63.2-1720, 63.2-1721, 63.2-1722, 63.2-1724 and 63.2-1725 of the *Code of Virginia* (Code) require individuals to provide a sworn statement or affirmation to a licensing, approving or hiring authority, facility, or agency prior to licensure, registration, approval, employment, or provision of volunteer services. A sworn disclosure or affirmation is a statement completed by a person attesting to whether he has ever been: (i) convicted of or the subject of pending charges of any crime within the Commonwealth or equivalent offense outside the Commonwealth, or (ii) the subject of a founded complaint of child abuse or neglect within or outside the Commonwealth. Additionally for family day homes, the person affirms if he, or if he knows that any person who resides in the home, has a sex offense conviction or is the subject of a founded complaint of child abuse or neglect within or outside the Commonwealth. The statement or affirmation must be made available to the Department of Social Services' representative.

Who must comply: These individuals must provide sworn statements or affirmations:

- Applicant upon application for licensure or registration as a child welfare agency, and any subsequent person designated as applicant, licensee, or registrant;
- Agent at the time of application who is or will be involved in the day-to-day operation of the child welfare agency or who is or will be alone with, in control of, or supervising one or more of the children and any subsequent person designated as agent who will be involved in the day-to-day operation or will be alone with, in control of, or supervising one or more of the children;
- Any other adult living in the home of an applicant for licensure or registration or approval as a family day home, or any existing employee or volunteer, and subsequent employee or volunteer or other adult living in the home;
- Prospective foster or adoptive parent;
- Operator of family day home requesting approval by family day system;
- Person who signs the statement of intent to operate a religious exempt child day center;
- Any person who will be expected to be alone with one or more children enrolled in a religious exempt child day center; and
- Any employee or volunteer of a licensed, registered, or approved facility who is involved in the day-to-day operations or who is alone with, in control of, or supervising one or more children.

Note: Any other child day center or family day home that has not otherwise met these requirements, and applies to enter into a contract with a local department to provide child care services to clients of a local department, must also submit a sworn statement or affirmation.

Exception: a parent-volunteer is not required to provide a sworn statement or affirmation. A parent-volunteer is a person supervising, without pay, a group of children that includes the parent-volunteer's own child in a program that operates no more than four hours per day, provided that the parent-volunteer works under the direct supervision of a person who has received satisfactory background checks as provided for in the Code.

Any person making a materially false statement regarding any such offense is guilty of a Class 1 misdemeanor.

Further dissemination of the sworn statement information is prohibited other than to the Commissioner's representative or a federal or state authority or court in order to comply with an express requirement in the law for that dissemination.

Consequence: If a person required to submit a sworn statement or affirmation has been: (i) convicted of a barrier crime (specified below), or (ii) convicted of any other felony in the last five years, or (iii) the subject of a founded complaint of child abuse or neglect:

- Licensure, registration or approval of a child welfare agency is prohibited;
- Licensure, registration or approval will be revoked and renewal of a license or registration or religious exempt status will be denied;
- Religious exempt status will be revoked; and
- The child welfare agency will not be permitted to receive federal, state or local child care funds.

Exception: A child-placing agency may approve as an adoptive parent an applicant convicted of not more than one misdemeanor of assault and battery, as defined in §63.2-57 of the Code, not involving abuse, neglect or moral turpitude, provided ten years have elapsed following the conviction.

Exception: A person who wants to operate or to volunteer or work at a facility covered by this regulation, but who is disqualified because of a criminal conviction, or a criminal conviction in the background check of any other adult living in a family day home governed by this regulation may apply for a waiver if: 1) a non-barrier crime felony conviction occurred less than five years ago, or 2) any other adult living in the home of a state regulated family day home applicant or provider has been convicted of not more than one misdemeanor offense of assault and battery or assault and battery against a family or household member. This other adult may not be an assistant or substitute provider.

Barrier crime defined: "Barrier crime" means a conviction identified in the Code at §63.2-1719. The convictions, and Code references, are: murder or manslaughter as set out in Article 1 (§ 18.2-30 et seq.), malicious wounding by mob as set out in § 18.2-41, abduction as set out in subsection A of §18.2-47, abduction for immoral purposes as set out in § 18.2-48, assault and bodily woundings as set out in Article 4 (§ 18.2-51 et seq.), robbery as set out in § 18.2-58, carjacking as set out in § 18.2-58.1, extortion by threat as set out in § 18.2-59; felony stalking as set out in § 18.2-60.3, sexual assault as set out in Article 7 (§ 18.2-61 et seq.), arson as set out in Article 1 (§ 18.2-77 et seq.), burglary as set out in Article 2 (§ 18.2-89 et seq.), any felony violation relating to possession or distribution of drugs as set out in Article 1 (§ 18.2-247 et seq.), drive by shooting as set out in § 18.2-286.1, use of a machine gun in a crime of violence as set out in § 18.2-289, aggressive use of a machine gun as set out in § 18.2-290, use of a sawed-off shotgun in a crime of violence as set out in subsection A of § 18.2-300, pandering as set out in § 18.2-355, crimes against nature involving children as set out in § 18.2-361, incest as set out in § 18.2-366, taking indecent liberties with children as set out in § 18.2-370 or § 18.2-370.1, abuse and neglect of children as set out in § 18.2-371.1, failure to secure medical attention for an injured child as set out in § 18.2-314, obscenity offenses as set out in § 18.2-374.1, possession of child pornography as set out in § 18.2-374.1:1, electronic facilitation of pornography as set out in § 18.2-374.3, abuse and neglect of incapacitated adults as set out in § 18.2-369, employing or permitting a minor to assist in an act constituting an offense under Article 5 (§ 18.2-372 et seq.) as set out in § 18.2-379, delivery of drugs to prisoners as set out in § 18.2-474.1, escape from jail as set out in § 18.2-477, felonies by prisoners as set out in § 53.1-203; or an equivalent offense in another state.

Sex offense defined: "Sex offense felony for family day homes" means conviction of a felony in violation of §§ 18.2-48, 18.2-61, 18.2-63, 18.2-64.1, 18.2-67.1, 18.2-67.2, 18.2-67.3, 18.2-67.5, 18.2-355, 18.2-361, 18.2-366, 18.2-369, 18.2-370, 18.2-370.1, 18.2-371.1 or § 18.2-374.1, that prohibits a sex offender or child abuser from residing in a family day home. The description of the Code sections are abduction; actual or attempted rape; carnal knowledge of a child between thirteen and fifteen years of age; carnal knowledge of a juvenile under the purview of the Juvenile and Domestic Relations District Court, or juvenile committed to the custody of the State Department of Juvenile Justice; actual or attempted forcible sodomy or object sexual penetration; aggravated sexual battery; attempted sexual battery; taking or detaining a person or consenting to the taking of a person for prostitution or unlawful sexual intercourse; crimes against nature; incest; abuse and neglect of incapacitated adults; taking indecent liberties with children; abuse and neglect of children; indecent liberties by a person in a custodial or supervisory relationship; and production, publication, sale, possession with intent to distribute, financing, etc. of sexually explicit items.



(FORM 10)

Emergency Care and Contact Information

Student Information

Child's Full Name: _____ Sex: F M

Class: CDO 2s 3s 3/4s 4s Summer Program

Name child likes to be called: _____ Birth date: _____

Health Information:

Below check any current health condition:

- Allergies (please be specific):
 - Foods _____
 - Medicines _____
 - Bee sting or insect bite _____
 - Other _____
- Asthma
- Diabetes
- Hearing problems
- Physical disability (please be specific): _____
- Vision problems (please be specific): _____
 - Glasses
 - Contacts
- Other health concerns (please be specific): _____

Please provide **specific instructions** for action to be taken for any condition listed above (i.e.: call parent, 911, etc.):

Note: If an EpiPen is to remain at the school, a doctor's prescription and Written Medical Consent form must accompany the EpiPen. If any other precautions are to be taken for any illness or allergy, a doctor's diagnosis and note from doctor must accompany the request for special accommodations.

Child's Physician: _____ Telephone: _____

Contact Information

Student resides with (please check all that apply): Father Mother Both Guardian

Any parent with whom the child resides has the right to make decisions concerning the child in the event of an emergency and to pick up the child from school, unless a court order or other legal document states otherwise. It is your responsibility to provide a copy of that document to Providence Nursery School.

<p><input type="checkbox"/> Father <input type="checkbox"/> Guardian</p> <p>_____ Last First Middle</p> <p>_____ Address City Zip</p> <p>_____ Home Phone Cell Phone</p> <p>_____ Employer Work Phone</p> <p>_____ Email Address</p>	<p><input type="checkbox"/> Mother <input type="checkbox"/> Guardian</p> <p>_____ Last First Middle</p> <p>_____ Address City Zip</p> <p>_____ Home Phone Cell Phone</p> <p>_____ Employer Work Phone</p> <p>_____ Email Address</p>
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Please list two (2) people we may contact if parents cannot be reached, who have permission to make decisions concerning your child in the even of an emergency. Please check the box if this person also has your permission to pick up your child from school. If there are additional people who have permission to pick up your child, please add them in the available spaces.

Name: _____ Address: _____ Phone: _____ Relationship: _____

Name: _____ Address: _____ Phone: _____ Relationship: _____

Name: _____ Address: _____ Phone: _____ Relationship: _____

Name: _____ Address: _____ Phone: _____ Relationship: _____

If child attends Providence AND another school, please give name of that school: _____

Please list any person(s) NOT authorized to pick up child (Note: appropriate paperwork such as divorce decree shall be attached if a parent is not allowed to pick up the child):

Agreements

- 1. The parent/guardian gives authorization for the child to participate in field trips. Yes No
- 2. The parent/guardian gives permission for the school to use the child’s photograph for educational and/or marketing purposes. Note: the child’s name will never accompany photograph. Yes No
- 3. Providence Nursery School agrees to notify the parent/guardian if and when the child becomes ill, and the parent/guardian agrees to pick up thereafter as soon as possible.
- 4. The parent/guardian authorizes Providence Nursery School to obtain immediate medical care if any emergency occurs when the parent cannot be located immediately.
- 5. The parent/guardian agrees to inform Providence Nursery School within 24 hours or the next business day after the child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases that must be reported immediately.
- 6. Other: _____

Signatures:

Mother or Guardian: _____

Date: _____

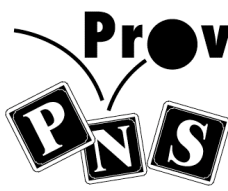
Father or Guardian: _____

Date: _____

President: _____ *Jennifer Lyon*

Date: *May 4, 2009*

Note: A copy of this form should accompany child on all field trips.



Providence Nursery School

A Co-operative Preschool

Proof Of Identity

The State of Virginia requires us to have the information below on file, under regulations designed to help locate missing or abused children.

Parents' Names: _____

Child's Name: _____

Class: CDO 2s 3s 3/4s 4s Summer Program

Has your child ever attended a child day care or preschool program other than PNS? _____

If yes, give the name your child used at that program and the following information about that program:

Child's Name: _____

Child's Name: _____

Program: _____

Program: _____

Address: _____

Address: _____

In 1998, the state of Virginia instituted a PROOF OF IDENTITY REQUIREMENT for all children enrolled in a school/day care licensed by the state. At the Spring Coffee, Back-To-School Night, or other arranged date within 7 days of your child's first day of school, you must provide an original copy of a birth certificate or other identification to be viewed by an officer of the school. An officer will record the document number for our files. For a full list of acceptable forms of identification, please see the back of this form.

If you need to obtain a birth certificate for your child, please contact the Virginia Department of Health's Office of Vital Records at www.vdh.state.va.us/Vital_Records/index.htm or (804) 662-6200. If your child was born in another state, please contact their Bureau of Vital Statistics.

(For PNS Use Only)

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

Document Type: _____ Document #: _____

Document Issue Date: _____ Child's Place of Birth: _____

Viewing Officer's Name: _____ Date Viewed: _____

*Please Note: You will only need to fill out this form upon initial enrollment at Providence. Proof of Identity is valid for the **entire period of time** a child is enrolled.*

State of VA Proof of Identity Requirements

The Code of Virginia section 63.1-196.3 requires all children under the age of 13 when first enrolled in a Virginia school or camp to present proof of identity and age as well as information regarding previously attended child day care programs and schools.

All children enrolled in Providence Nursery School must present proof of identity for review by school/camp personnel when first enrolled. All documents will be returned, if requested.

The proof must be an **original** document from the following list:

- A certified copy of child's birth certificate
- Birth registration card
- Notification of birth (hospital, physician or midwife record)
- Valid Passport
- Copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies)
- Record from a **public** school in Virginia
- Certification by a principal or his/her designee of a public school in the U.S. that a certified copy of the child's birth was previously presented
- Copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent

**COMMONWEALTH OF VIRGINIA
SCHOOL ENTRANCE HEALTH FORM
Health Information Form/Comprehensive Physical Examination Report/Certification of Immunization**

Part I – HEALTH INFORMATION FORM

State law (Ref. Code of Virginia § 22.1-270) requires that your child is immunized and receives a comprehensive physical examination before entering public kindergarten or elementary school. **The parent or guardian completes this page (Part I) of the form.** The Medical Provider completes Part II and Part III of the form. This form must be completed no longer than one year before your child's entry into school.

Name of School: _____ Current Grade: _____
 Student's Name: _____
 Student's Date of Birth: _____/_____/_____ Sex: _____ State or Country of Birth: _____ Middle Main Language Spoken: _____
 Student's Address: _____ City: _____ State: _____ Zip: _____
 Name of Mother or Legal Guardian: _____ Phone: _____ - _____ - _____ Work or Cell: _____ - _____ - _____
 Name of Father or Legal Guardian: _____ Phone: _____ - _____ - _____ Work or Cell: _____ - _____ - _____
 Emergency Contact: _____ Phone: _____ - _____ - _____ Work or Cell: _____ - _____ - _____

Condition	Yes	Comments	Condition	Yes	Comments
Allergies (food, insects, drugs, latex)			Diabetes		
Allergies (seasonal)			Head or spinal injury		
Asthma or breathing problems			Hearing problems or deafness		
Attention-Deficit/Hyperactivity Disorder			Heart problems		
Behavioral problems			Hospitalizations		
Developmental problems			Lead poisoning		
Bladder problem			Muscle problems		
Bleeding problem			Seizures		
Bowel problem			Sickle Cell Disease (not trait)		
Cerebral Palsy			Speech problems		
Cystic fibrosis			Surgery		
Dental problems			Vision problems		

Describe any other important health-related information about your child (for example, feeding tube, oxygen support, hearing aid, etc.):

List all prescription, over-the-counter, and herbal medications your child takes regularly:

Check here if you want to discuss confidential information with the school nurse or other school authority. Yes No

Please provide the following information:

	Name	Phone	Date of Last Appointment
Pediatrician/primary care provider			
Specialist			
Dentist			
Case Worker (if applicable)			

Child's Health Insurance: ___ None ___ FAMIS Plus (Medicaid) ___ FAMIS ___ Private/Commercial/Employer sponsored

I, _____ (do ___) (do not ___) authorize my child's health care provider and designated provider of health care in the school setting to discuss my child's health concerns and/or exchange information pertaining to this form. This authorization will be in place until or unless you withdraw it. You may withdraw your authorization at any time by contacting your child's school. When information is released from your child's record, documentation of the disclosure is maintained in your child's health or scholastic record.

Signature of Parent or Legal Guardian: _____ Date: _____/_____/_____

Signature of person completing this form: _____ Date: _____/_____/_____

Signature of Interpreter: _____ Date: _____/_____/_____

Part III -- COMPREHENSIVE PHYSICAL EXAMINATION REPORT

A qualified licensed physician, nurse practitioner, or physician assistant must complete Part III. The exam must be done no longer than one year before entry into kindergarten or elementary school (Ref. Code of Virginia § 22.1-270). Instructions for completing this form can be found at www.vahealth.org/schoolhealth

Student's Name: _____ Date of Birth: ____/____/____ Sex: M F

Health Assessment	Date of Assessment: ____/____/____ Weight: _____ lbs. Height: _____ ft. ____ in. Body Mass Index (BMI): _____ BP _____ <input type="checkbox"/> Age / gender appropriate history completed <input type="checkbox"/> Anticipatory guidance provided TB Risk Assessment: <input type="checkbox"/> No Risk <input type="checkbox"/> Positive/Referred Mantoux results: _____ mm	Physical Examination 1 = Within normal 2 = Abnormal finding 3 = Referred for evaluation or treatment <table style="width:100%; border:none;"> <tr> <td></td> <td style="text-align:center;">1</td> <td style="text-align:center;">2</td> <td style="text-align:center;">3</td> <td></td> <td style="text-align:center;">1</td> <td style="text-align:center;">2</td> <td style="text-align:center;">3</td> <td></td> <td style="text-align:center;">1</td> <td style="text-align:center;">2</td> <td style="text-align:center;">3</td> </tr> <tr> <td>HEENT</td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td>Neurological</td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td>Skin</td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> </tr> <tr> <td>Lungs</td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td>Abdomen</td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td>Genital</td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> </tr> <tr> <td>Heart</td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td>Extremities</td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td>Urinary</td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> </tr> </table>		1	2	3		1	2	3		1	2	3	HEENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neurological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lungs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Genital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extremities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Urinary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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EPSTDT Screens Required for Head Start – include specific results and date: Blood Lead: _____ Hct/Hgb _____																																																		

Developmental Screen	Assessed for:	Assessment Method:	Within normal	Concern identified:	Referred for Evaluation
	Emotional/Social				
	Problem Solving				
	Language/Communication				
	Fine Motor Skills				
	Gross Motor Skills				

Hearing Screen	<input type="checkbox"/> Screened at 20dB: Indicate Pass (P) or Refer (R) in each box.				<input type="checkbox"/> Referred to Audiologist/ENT <input type="checkbox"/> Unable to test – needs rescreen <input type="checkbox"/> Permanent Hearing Loss Previously identified: ___Left ___Right <input type="checkbox"/> Hearing aid or other assistive device
		1000	2000	4000	
	R				
	L				
<input type="checkbox"/> Screened by OAE (Otoacoustic Emissions): <input type="checkbox"/> Pass <input type="checkbox"/> Refer					

Vision Screen	<input type="checkbox"/> With Corrective Lenses (check if yes)				
		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Not tested	
	Distance	Both	R	L	Test used:
		20/	20/	20/	
<input type="checkbox"/> Pass <input type="checkbox"/> Referred to eye doctor <input type="checkbox"/> Unable to test – needs rescreen					

Dental Screen	<input type="checkbox"/> Problem Identified: Referred for treatment <input type="checkbox"/> No Problem: Referred for prevention <input type="checkbox"/> No Referral: Already receiving dental care
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Recommendations to (Pre) School, Child Care, or Early Intervention Personnel	Summary of Findings (check one): <input type="checkbox"/> Well child; no conditions identified of concern to school program activities <input type="checkbox"/> Conditions identified that are important to schooling or physical activity (complete sections below and/or explain here): _____ _____ _____ _____	
	___ Allergy <input type="checkbox"/> food: _____ <input type="checkbox"/> insect: _____ <input type="checkbox"/> medicine: _____ <input type="checkbox"/> other: _____ Type of allergic reaction: <input type="checkbox"/> anaphylaxis <input type="checkbox"/> local reaction Response required: <input type="checkbox"/> none <input type="checkbox"/> epi pen <input type="checkbox"/> other: _____	
	___ Individualized Health Care Plan needed (e.g., asthma, diabetes, seizure disorder, severe allergy, etc)	
	___ Restricted Activity Specify: _____	
	___ Developmental Evaluation <input type="checkbox"/> Has IEP <input type="checkbox"/> Further evaluation needed for: _____	
	___ Medication. Child takes medicine for specific health condition(s). <input type="checkbox"/> Medication must be given and/or available at school.	
	___ Special Diet Specify: _____	
	___ Special Needs Specify: _____	
	___ Other Comments: _____	

Health Care Professional's Certification (Write legibly or stamp):		
Name : _____	Signature: _____	Date: ____/____/____
Practice/Clinic Name: _____	Address: _____	
Phone: _____ - _____ - _____	Fax: _____ - _____ - _____	Email: _____

Virginia Department of Social Services/Child Protective Services Central Registry Release of Information Form

MAIL REPLY TO: Agency, Individual or Authorized Agent

Purpose of Search Check one

Name	Foster Parent _____ School Personnel _____ Adoptive Parent _____ Institutional Employee _____ Custody Evaluation _____ Other Employment _____ Babysitter/Family Day Care _____ Day Care Center _____ CASA _____ Volunteer _____ Other _____
Street/RFD	
City	State Zip Code
Attention person	Phone Number

-- Fold line -----fold line

Read all INSTRUCTIONS before completing form: Incomplete forms will be returned.

1. Type or **print legibly in ink**.
2. Indicate **N/A** if not applicable. (Incomplete forms will be returned)
3. Submit a separate form for each individual whose name is to be searched.
4. Provide proof of identify and sign Part III in the presence of a Notary Public.
5. Enclose **\$5.00 money order, company /business check or cashiers check** payable to: Virginia Department of Social Services (unless waived)
DO NOT SEND CASH or PERSONAL CHECKS.
6. Search results disseminated beyond the requesting agency/individual named below is not considered official.
7. Mail completed form to: **Virginia Department of Social Services, 7 N. Eighth Street, 4th floor, Richmond VA. 23219**

**** Payment Code/Fips (as assigned by Central Registry Unit) _____**

Part II: TO BE COMPLETED IN FULL, BY INDIVIDUAL WHOSE NAME IS BEING SEARCHED

Identifying Information

Last Name First Name Full Middle Maiden Name (Birth Last Name)

If birth name is an initial only, show the initial and write "only initial". If there is no middle name, show "N/A"

Sex Race Date of Birth Last Names from Previous Marriages **Social Security#
or Driver's License Number**

All Other Names By Which Individual Has Been Known

(Nicknames, previous married names...)

Current Address

Street City State Zip Code

Prior Addresses and Dates

Street City State Zip Code Date

Street City State Zip Code Date

Current Spouse
(N/A if not married)

Last Name First Full Middle (no initials) Maiden name Sex Race Birth Date

All Previous Spouses
Show "N/A" if you never married

Last Name First Full Middle (no initials) Maiden name Sex Race Birth Date

Full Names of All Children: (Include Adult Children, Step, Foster and Children Not Living with You. Attach additional paper if needed)

Show "N/A" if you do not have children

Last	First	Full Middle (no initials)	Sex	Race	Birth Date
Last	First	Full Middle (no initials)	Sex	Race	Birth Date
Last	First	Full Middle (no initials)	Sex	Race	Birth Date
Last	First	Full Middle (no initials)	Sex	Race	Birth Date

Part III: CERTIFICATION AND CONSENT FOR RELEASE OF INFORMATION

I hereby certify that the information contained on this form is true, correct and complete to the best of my knowledge. Pursuant to Section 2.2-3806 of the *Code of Virginia*, I authorize the release of personal information regarding me which as been maintained by either the Virginia Department of Social Services or any local department of social services which is related to any disposition of founded child abuse/neglect in which I am identified as responsible for such abuse/neglect. I have provided proof of my identity to the Notary Public prior to signing this in his/her presence.

Signature of person to be searched
(Sign in the presence of a notary)

CERTIFICATE OF ACKNOWLEDGEMENT OF INDIVIDUAL

City/County of _____

Commonwealth/State of _____

Acknowledged before me this _____ day of _____, 20 _____

Notary Public signature

My Commission Expires: _____

CENTRAL REGISTRY FINDINGS
(To be used by Central Registry staff only)

1. We are unable to determine at this time if the individual for whom a search has been requested is listed in the Central Registry. Please answer the following questions and return to Central Registry Unit in order for us to make a determination:

Worker: _____ Date: _____

2. Based on information provided by the local department of social services, we have determined that _____ is listed in the Child Abuse/Neglect Central Registry with a founded disposition of child abuse/neglect. For more detailed information, contact the _____ Department of Social Services at:

Street City State
_____ in reference to Child Protective Service case/File# _____
Telephone

3. _____ As of this date, based on the information provided, the individual whose name was being searched is **NOT** identified in the Central Registry Child Abuse/Neglect

Signature of worker completing search: _____ Date: _____



Lunch Bunch Application

Lunch Bunch is held from 12:30 to 1:30pm, and gives children in the 3s, 3/4s and 4s classes an additional fun hour to their school day. **Please note that children may only attend Lunch Bunch if they have attended school that day.** Children bring their own packed lunch, and enjoy eating and playing in a supervised small group setting. A minimum enrollment of eight (8) students is required in order for Lunch Bunch to be held on a particular day, and a maximum of 16 students may be enrolled.

Please only send food that is ready to eat. PNS staff does not have the time to microwave or otherwise heat things up, and we do not provide drinks. We appreciate all efforts to send a healthy, well-balanced meal and beverage with your child.

Child's Name: _____

Class: 3s 3/4s 4s

Day(s) Requested:

Monday (new!) _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Since PNS does not offer any class that attends school five (5) days per week, the most days a child could attend in one week would be four (4). Please note that children may also attend Lunch Bunch on a drop-in basis, which is \$7 per day.

Monthly prices are fixed and are:

\$28/month – for attending one day per week

\$50/month – for attending two days per week

\$72/month – for attending three days per week

\$94/month – for attending four days per week

These fees are listed on your tuition voucher as well, and should be totaled into your monthly tuition costs.