

ADMISSIONS & ENROLLMENT

POLICY: Our Center admits children from the ages of _____ to _____, without regard to color, sex, religion, national origin, family lifestyle, or ancestry. Children with special needs will be enrolled if our center can reasonably accommodate the child's needs. Family information will be kept confidential and shared as needed to meet the needs of the child and per state licensing and federal rules and regulations. Information will be shared to entities with written permission from parents or guardians.

PURPOSE: To ensure that every child receives a healthy, safe, and supportive experience.
To assure that we do not discriminate against any person or group.
To assist program staff in meeting all children's needs.
To protect the rights of the family and child.

PROCEDURE:

1. Parents requesting care will meet with center admission or enrollment staff.
 - a. All incomplete forms will be returned to the parent for completion prior to the child's first day of attendance. The Physician's Report ([LIC 701](#)) is due per center's policy and licensing requirements.
 - b. Enrollment and all other information concerning the child and family compiled by this center will be accessible only to the parents/guardians, center staff and entities with written permission from parents/guardians. "Confidentiality must be maintained to protect the child and family and is defined by law... (NCR, 2022)." Center will follow state and federal laws which are found in the following resources: [CA DSS](#), [NCR-Facility Records/Reports](#) and [HIPAA](#) .
2. Parents/legal guardians will be given **all** pamphlets and documents required by licensing and also:
 - a. A copy of Illness Inclusion / Exclusion Guidelines
 - b. A copy of the Medication Policy and Procedures
 - c. A copy of immunization requirements for childcare

3. Parents/legal guardians will be required to provide all financial and qualifying information required by funding terms and conditions, permission approvals required by licensing regulations and:
 - a. Physician's Report ([LIC 701](#)):
 - i. Parents/legal guardians need to follow center policy, or at minimum follow licensing requirements of turning in LIC 701 within 30 days of enrollment.
 - ii. Physical assessment must have been within the last 12 months from enrollment date.
 - iii. Form must be signed by Physician, Physician's Assistant (PA) or Nurse Practitioner (NP).
 - iv. A TB risk assessment and indication must be performed and its conclusion.
 - b. Immunization Status Record
 - i. See section C-1 for details
 - ii. Records must be submitted in writing from a medical provider or health organizations per [CA Immunization Requirement](#).
 - iii. Immunization must be current for age prior to child entering the classroom.
 - iv. Center staff must enter and update immunization dates on the Immunization Record or [California Immunization Registry \(CAIR\)](#) according to [CA Immunization Requirements](#).
 - v. If the child has a qualifying medical condition that prevents or delays receiving immunizations, the child's healthcare provider must file a medical exemption through the CAIR website.
4. A child's health history including allergies, chronic conditions, and family health history. Use form LIC 702 or similar template.
 - a. Health care provider verification of all allergies (food, medication, insect, airborne) and/or any chronic illness should be reflected on LIC 701 and on care plans.
5. Special Needs Preservice Plan if applicable (template available in section B-6).