Child Development Department

Enrollment Information

Head Start & State Preschool for children 3-5 years old

Preschool Registration is located at:

Capital City Child Development Center
7220 24th Street
Sacramento, CA 95822
(916) 433-2736

or

Hiram Johnson Family Education Center
3535 65th Street
Sacramento, CA 95820
(916) 277-7151

Hours of Operation:

Monday thru Thursday 8:00 AM – 4:00 PM *(No applications processed after 3:15 PM)*
Friday 8:00 AM – 12:00 PM (No applications *processed after 11:15 AM*)

Closed the first Friday of each Month.

When enrolling please bring the following documentation:

- ☐ Child's Birth Certificate *(certified or hospital)*
- ☐ Child's Immunization Record which must include: 3 Polio, 4 DPT, 3 Hepatitis B, 1 Varicella; plus 1 HIB and 1 MMR given on or after their first birthday
- ☐ Child's TB Test (PPD) or Completed TB Risk Assessment (completed within the past 12 months)
- ☐ Child's Physical Exam (completed within the past 12 months) or an appointment date *****
- ☐ Child's Dental Exam (completed within the past 12 months) or an appointment date
- ☐ Child's Medical Insurance Card
- ☐ Proof of W.I.C. (if applicable)
- ☐ **Current and consecutive 30 days** of any/all income documentation such as check stubs, disability, SSI/TANF/CalWorks statements for all adults
- ☐ Employment Verification (Full-day and State preschool options)
- ☐ Address verification (current SMUD/PG&E/Water or lease/rental agreement)*****
- ☐ Birth Certificate(s) for all siblings under 18-years-old living in the home
- ☐ Verification of one-parent status (i.e. custody paperwork, child support orders, divorce papers, utility bill or lease/rental agreement listing all living in the household)

In addition:

- ☐ Need Verification (Full-day only) i.e., work schedule, school/training schedule or self cert for seeking
- ☐ Individualized Education Plan (IEP) if your child is receiving Special Education services
- ☐ Health condition documentation; including but not limited to asthma, food allergy, heart history, seizure disorder
- ☐ Guardianship/Foster Care/Custody documents (if applicable)
- ☐ If you would like to volunteer you must complete a volunteer packet and provide copies of a TB clearance (dated within 12 months) and Immunizations against Influenza, Pertussis and Measles

Child's Physical Exam is due within 30 days of enrollment or your child will be excluded until one is provided.
If residing with another person (relative, etc.), please complete the Declaration of Residence form of the person identified on the utility bill and mortgage/rental lease.

Parents/guardians must have the minimum required documents, along with the enrollment packet, to complete the application for preschool registration.

Please note: Unfortunately, we can no longer accept incomplete applications.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT - CHILD DEVELOPMENT DEPARTMENT

Fax: Capital City: (916)433-2738 or Hiram Johnson: (916)277-6698

PRESCHOOL PHYSICAL EXAMINATION

CHILD NAME: _____ **BIRTH DATE:** _____ **PRESCHOOL:**_____

Parent's/Guardian's Authorization: I hereby give my consent to Child Development Department representative and my physician to exchange health information concerning my child.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

R E Q U I R E D (Note: Incomplete or blanks in this section will be returned to Physician to complete)

Date: _____ Hemoglobin/Hematocrit: _____ Receiving Treatment/Iron? Yes ☐ No ☐
Date: _____ Blood Lead: _____ug/dl
Date: _____ TB Risk Assessment Given by Provider: Yes ☐ No ☐ → Child has TB Risk? Yes ☐ No ☐
If Yes, PPD Date Given:_____ Date Read:_____ Results: _____

R E Q U I R E D (Starting at Age 3)

Date: _____ Blood Pressure: _____
Date: _____ Vision: **R:** 20/____ ☐ Pass ☐ Fail **L:** 20/____ ☐ Pass ☐ Fail
Date: _____ Hearing: (*25db @1000,2000,&4000*) **R:** ☐ Pass ☐ Fail **L:** ☐ Pass ☐ Fail

Date of Physical Exam:	**HEIGHT:** **IN**	**WEIGHT:** **LBS**

EXAMINATION RESULTS	NORMAL	ABNORMAL	DESCRIBE FINDINGS/COMMENTS
GENERAL APPEARANCE			
HEAD, EARS, EYES, NOSE & THROAT			
TEETH / GUMS			
HEART / LUNG			
ABDOMEN / GENITOURINARY			
EXTREMITIES / SKELETAL			
POSTURE AND GAIT			
NEUROLOGICAL (Fine, Gross Motor)			
SPEECH			
SKIN			
DEVELOPMENTAL STATUS			

Health Concerns/Diagnoses:

Food Allergy: ☐ No ☐Yes, List:

Lactose Intolerance: ☐ No ☐Yes ☐Other:

Medications Taken at Home? ☐ No ☐ Yes, List: _____

Medications Required at School? ☐ No ☐ Yes, List: _____

Physical Activity: ☐ No Restrictions ☐ Limited, Explain:

Special Education Service:
☐ Speech Impairment ☐ Developmental Delay ☐ Learning Disability ☐ Orthopedic Disability
☐ Emotionally Disturbed

Active IEP? ☐ No ☐ Yes

Dental Referral: ☐ No ☐ Yes; Dental Varnish Given: ☐ No ☐ Yes; NaFI Given: ☐ No ☐ Yes

Nutrition Counseling Given: ☐ No ☐ Yes Nutrition Counseling Referral: ☐ No ☐ Yes

PHYSICIAN NAME (PRINT) _____ **PHYSICIAN'S SIGNATURE** _____

MEDICAL GROUP NAME _____ **PHONE: (____)** _____ **FAX: (____)** _____

Street Address_____ **City:** _____ **State:** _____ **Zip:** _____

Sacramento City Unified School District
CHILD DEVELOPMENT DEPARTMENT

PRESCHOOL DENTAL HEALTH / EXAM RECORD

Child's Name: _____ Birthdate: _____ M___ F___

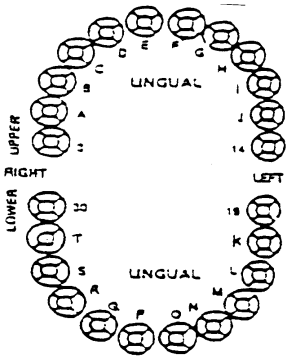
Parent/Guardian Name: _____ Phone: _____

Address: _____

I authorize professionally qualified people to exchange information about my child. I understand that all information will be kept in a confidential file.

Parent/Guardian Signature: _____ Date: _____

DENTAL PROVIDER:



PLEASE LIST ALL SERVICES PROVIDED BELOW AND COMPLETE SUMMARY:

Date of Service	Tooth # or Letter	Description of Services Provided

SUMMARY:
☐ No Treatment Needed
☐ Preventive Care Given
☐ Specialist Referral Given _____
☐ Dental Treatment Received
☐ Approx. # of visits needed _____
Next Appointment Date _____

Dentist: _____ _____ _____
(Please print) (Signature) (Date)

Address: _____ Phone: (_____)_____

If treatment is not complete at this visit, please fill out a new form for each additional visit until treatment is completed. Please return completed forms to: (PLEASE CHECK ONE)

☐ Child Development Department
Capital City Registration Center
7220 - 24th Street, Sacramento, CA 95822
(916) 433-2736 **Fax: (916) 433-2738**

☐ Child Development Department
Hiram Johnson Family Education Center
3535 65TH Street, Sacramento, CA 95820
(916) 277-7151 **Fax: (916) 277-6698**

For SCUSD Nurse Use Only:

☐ Dental Exam ☐ Pass/☐ Fail
☐ Preventive Dental Care Given
☐ Treatment given: _____
☐ Treatment In-Process
☐ Treatment Completed
☐ Approx. # of Visits Needed: _____
☐ Referred to Specialist: _____

Data Entry (initials/date): _____

Sacramento City Unified School District
Complete All Information on Both Sides

EMERGENCY CARD (revised 7/19/12)
CONFIDENTIAL

Student Information
Please Print

Student's Last Name (Legal) First Name Middle

School Year

School

Office Use Only
Teacher/Cnslr. _____
Grade _____ Room _____ Bus _____
CONCAP [ ] Hm. Sch. _____
Sp. Ed. [ ] RSP [ ] Eth. Cd [ ]

Street Address Apt # Zip Code

Date of Birth

Home Phone (1) _____ Home Phone (2) _____

LANUAGE SPOKEN AT HOME:

Last School of Attendance_____City_____

Parent/Guardian 1 Name

Address_____

Relationship_____ Driver's Lic. # _____

Name & Address of Employment

Work Phone: _____

Cell Phone: _____

Pager: _____

E-mail address

Parent/Guardian 2 Name

Address_____

Relationship_____ Driver's Lic. # _____

Name & Address of Employment

Work Phone: _____

Cell Phone: _____

Pager: _____

E-mail address

Day Care Provider: _____ Phone #1: _____ Phone #2 _____

List names of other children attending this school:

School is authorized to share my phone number with the PTA:
Yes _____ No _____

Check here if student will be riding the bus:
Yes _____
Bus Number: _____

Parent/Guardian with whom the child lives _____ Phone _____

If the parents are divorced or separated, to whom has physical custody been given? **(attach verification)** _____

Please Read:
The parent/guardian is responsible for keeping the school informed of updates or changes to the student's emergency information. The school shall be notified, in writing, of telephone or address changes within three days (3) of the occurrence. If the school is unable to reach anyone on this card in an emergency or if a student is left unattended during non-school hours, the school will contact law enforcement or Child Protective Services.

I have read this and understand my responsibility. _____ *Parent / Guardian Signature*

Note: The adults listed below are authorized to pick up and care for the above-named student. The student may be released to others with written or verbal authorization.

Name 1: _____
Phone: _____ Relationship _____

Name 2: _____
Phone: _____ Relationship _____

Name 3: _____
Phone: _____ Relationship _____

Name 4: _____
Phone: _____ Relationship _____

Name 5: _____
Phone: _____ Relationship _____

Name 6: _____
Phone: _____ Relationship _____

Name 7: _____
Phone: _____ Relationship _____

Name 8: _____
Phone: _____ Relationship _____

Special instructions / comments / (Include instructions for pickup of student):

CONTINUE ON REVERSE SIDE

Sacramento City Unified School District
Complete All Information on Both Sides

EMERGENCY CARD (revised 7/19/12)
CONFIDENTIAL

Student Information
Please Print

General Health Information

☐ **CHECK HERE IF THERE ARE NO HEALTH PROBLEMS.**

Does student wear glasses or contact lenses? ☐ Yes ☐ No

Does student wear hearing aids or is the student diagnosed with hearing loss? ☐ Yes ☐ No

PLEASE CHECK ALL THAT APPLIES TO YOUR CHILD:

☐ ADD/ADHD
☐ Asthma
☐ Diabetes ☐ Type I ☐ Type II
☐ Frequent ear infections
☐ Eczema
☐ Fainting Spells
☐ Frequent Headaches
☐ Heart Problems
☐ Seasonal Allergy
☐ Frequent nosebleeds
☐ Seizures
☐ Severe Allergy
☐ Epi-pen

Other:_____

LIST ALL MEDICATION, WITH DOSE, TAKEN BY YOUR CHILD

AT HOME _____

AT SCHOOL _____

Does student have condition that limits participation in: classroom ☐ physical education ☐

Explain: _____

(NOTE: The physician must provide a note explaining the limitation and reason for the student's limited participation in physical education and the note *must be updated every school year*)

SPECIAL INSTRUCTIONS/COMMENTS: List any special health needs or medical problems, including specific allergic reactions (food, bee sting, etc.), if student has an active emergency care plan, medical 504 Plan, Diabetic Medical Management Plan, etc.

_____

_____

_____

_____

_____

_____

Please Read:

* **California Education Code 49408 states that school districts may require that emergency information be kept current.**

** **The parent or legal guardian of a public school pupil on a continuing medication regimen shall inform the school nurse or other designated certificated employee of the medication being taken.**

*** **California Education Code 49423 requires that if medications are to be taken at school, there must be a medication form on file at school, signed by both parent and physician.**

EMERGENCY AUTHORIZATION

In the event of an emergency, when a parent/guardian is unavailable, I authorize school personnel to make such arrangements for my child to receive medical/hospital care, including necessary transportation, in accordance with their best judgment. I further authorize the physician named below to undertake such care of my child, as he/she considers necessary. In the event said physician is not available, I authorize such care and treatment to be performed by a licensed physician or surgeon. I understand that the parent or guardian is responsible for the cost of such emergency care.

Physician Name _____ Phone _____ Pager _____

Emergency Facility/Phone _____

Does this student have Health Insurance? ☐ **Yes or No** ☐ **Does this student have Dental Insurance?** ☐ **Yes or No** ☐

Name of Insurance Coverage or Health Plan Provider: _____ Student's Medical Record Number _____

If not, I give permission to SCUSD to share this information to help apply for health insurance for my child. ☐ **Yes** ☐ **No**

I certify that the information is true and correct.

Parent/Guardian Signature _____ **Date** _____

CONTINUE ON REVERSE SIDE

Sacramento City Unified School District
CHILD DEVELOPMENT DEPARTMENT

PARENT/GUARDIAN NOTIFICATION AND CONSENT FORM

All information is kept confidential

Child's Name: _____ Child's Date of Birth: _____

We operate under federal, state, district and program guidelines to provide safe and developmentally appropriate experiences for your child. This form provides information regarding our program requirements and also program services that are designed to identify any health and learning problems that may interfere with your child's learning experiences now and in future years. We encourage you to be actively involved in your child's health care and school-related activities.

NOTIFICATIONS:

Our programs require all enrolled children to have up-to-date immunizations (including a current TB skin test). In addition, all enrolled children must have a complete physical examination within 30 days of enrollment and an annual dental examination.

_____ *Initials* I understand that failure to provide this information within the required timelines may result in my child's termination from the program.

Our programs are licensed by the Department of Social Services and comply with the following regulation: Inspection Authority**/**Dept. of Social Services – Title 22, Division 12, Chapter 1, Article 4, Section 101200(b)(1)(c)(1)(d)

_____ *Initials* I understand that the **Department of Social Services has the authority to**:

(b) interview children or staff without prior consent,
(c) inspect, audit, and copy child or child care center records upon demand during normal business hours
(d) observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

Our programs enroll out-of-district children, with priority enrollment provided to SCUSD residents. When an out-of-district child becomes kindergarten eligible, he/she must register at his/her district's school of attendance.

_____ *Initials* I understand that I must enroll my child in his/her district's school of attendance when he/she becomes eligible for kindergarten (5 on or before September 1).

CONSENTS:

1. Screening — I consent to have my child screened in the following areas:
   ☐Yes ☐No Hearing/Vision ☐Yes ☐No Height/Weight ☐Yes ☐No Social/Emotional
   ☐Yes ☐No Speech/Language ☐Yes ☐No General Development
2. Observation: — I consent to have my child observed by the Child Development Department's support staff with the understanding that I will be informed prior to these observations and provided the opportunity to provide my written authorization for these services
   ☐Yes ☐No
3. Assessment: — I consent to have my child participate in preschool assessments.
   ☐Yes ☐No
4. Field Trips — I consent to have my child participate in field trips with the understanding that I will be notified in advance of each trip.
   ☐Yes ☐No
5. Photographs: — I consent to have my child photographed for the purposes of display in the classroom, posters, or for use in publications dealing with early childhood education
   ☐Yes ☐No
6. Forwarding Records — I consent to have my child's records forwarded to the next school of attendance, or when another district requests the records (exception: special education records).
   ☐Yes ☐No

Parent/Guardian

Print:_____ **Sign:** _____ **Date:** _____

Distribution: Original – Child's File Copy – Parent/Guardian

Sacramento City Unified School District
CHILD DEVELOPMENT DEPARTMENT

Preparing Your Child for Comprehensive Screenings

Child Development administers various screenings to children throughout the course of the school year. Possible screenings include speech, hearing, vision, dental, blood pressure and BMI, which are completed by a designated nurse. Behavioral, academic and social screenings are completed by the child's assigned teacher or resource staff.

Additionally, your child's teacher will share information with you about the screenings. Information regarding screenings is included in the enrollment packet and you will also receive results after screenings are completed.

In an effort to decrease your child's anxiety about screenings and to ensure best results, please talk to and prepare your child for screenings.

Ideas on how to prepare your child for screenings:

- Tell your child in advance who will complete the screening and describe the type of screening. Describe the *fun* in sharing what they know!
- Go to the library and read books on screening topics and discuss.
- Role play the types of screenings. For example, for a vision screening, have the child cover one eye and ask, "What do you see?" etc. If it is a developmental screening, ask them to point out colors, count to ten, their name and age, etc.
- Talk about the screening activity and discuss your child's feelings about it.

If you have any questions, please contact your child's teacher.

Sacramento City Unified School District
CHILD DEVELOPMENT DEPARTMENT

FUN WAYS TO PREPARE FOR YOUR CHILD'S SCREENINGS

Make the following activities a fun game. Mistakes are okay, as they are learning the experience of screenings. Keep the games short and sweet (5-10 minutes or less).

For Height
Measure your child's height on a wall with a measuring tape, yard stick, or use stackable items (e.g., you are five straws tall!).

For Weight
Weigh your child on a scale. Weigh an apple or can of beans first to make it fun and compare them.

For Hearing
Have your child wear earphones and listen to a story or a song and have them drop a cracker into a bowl every time they hear a repeating sound (e.g., Every time you hear the bell, drop a cracker into the bowl). If you don't have earphones, just practice dropping an item into a bowl when they hear a directed sound (e.g., Every time you hear me whistle, or every time you hear me shake the cereal box, drop a cotton ball into the bowl).

Go on a nature walk and have your child listen for specific sounds (e.g., Every time you hear a bird chirp, raise your hand).

For Vision
Have your child tell you what they see 10 feet away when first covering their right eye, and then covering their left eye.

Play Simon Says while your child covers the right eye, and then again the left eye (e.g., Simon Says tell me what you see on the refrigerator? Simon Says tell me what you see on the kitchen counter?).

For Blood Pressure
Talk about the special "hug" on the arm they will be experiencing (a warm and caring way to get their blood pressure).

Have your child **see you** get your blood pressure taken (Local CVS, Walgreens, and Rite Aid have for ***ADULTS***- not for children's use)

For Developmental (Academic)
Tell your child you're going to play a "Question" game. You ask them questions like, "What's your first name? What's your last name? What's your middle name? How old are you?"

Look at pictures and discuss what the same is and what's different. Count items in the picture.
Draw lines/shapes on paper that you've asked them to draw.

Follow directions games (e.g., Go touch the door, then clap your hands). Make the directions increasingly more difficult and increase the amount of steps (e.g., Close the book, jump up, and give me a high five).

Sacramento City Unified School District
CHILD DEVELOPMENT DEPARTMENT

PRESCHOOL HEALTH AND DEVELOPMENT HISTORY ☐ Yr1 ☐ Yr 2 ☐ Yr 3

Child's Name: _____ Birthdate: _____ ☐ M ☐ F

Preschool Site: _____ ☐ AM ☐ PM ☐ Full Day *(CC or Wrap)*

Medical Insurance: ☐ Medi-Cal ☐ California Covered ☐ None ☐ Private Insurance: _____

Name of Child's Doctor: _____ Phone: (____) _____ Medical Plan: _____
Name of Child's Dentist: _____ Phone: (____) _____ Dental Plan: _____

HEALTH HISTORY

Does your child have any of the following:

☐ Yes ☐ No Asthma
☐ Yes ☐ No Diabetes
☐ Yes ☐ No Heart problem If Yes, describe: _____
☐ Yes ☐ No Seizures If Yes, describe type: _____
☐ Yes ☐ No Cerebral Palsy
☐ Yes ☐ No Severe bee sting/insect bite allergy
☐ Yes ☐ No Myringotomy (vent) tubes in ears
☐ Yes ☐ No Hearing Aids
☐ Yes ☐ No Vision Problems (child squints, eyes crossed, "lazy eye", etc.)
☐ Yes ☐ No Eyeglasses prescribed by doctor If Yes, does child wear eyeglasses? ☐ Yes ☐ No
☐ Yes ☐ No Does your child use mobility equipment? (leg/ankle braces, walker, wheelchair) :_____
☐ Yes ☐ No Sickle Cell Disease / Sickle Cell Trait (circle one)
☐ Yes ☐ No Eczema ☐ Other type skin problem, describe: _____
☐ Yes ☐ No Anemia (low iron in blood)
☐ Yes ☐ No Airborne allergies If Yes, to what? _____
☐ Yes ☐ No Is your child exposed to tobacco smoke?
☐ Yes ☐ No Any major illness or surgery? Please describe: _____
☐ Yes ☐ No Other medical needs or concerns? Please describe: _____
☐ Yes ☐ No **Is your child seeing one of the following specialists:**

☐ Audiologist ☐ ENT (ear, nose, throat doctor) ☐ Neurologist
☐ Optometrist (eye doctor) ☐ Speech Therapist ☐ Other: _____

☐ Yes ☐ No **Has your child ever received services from:**

☐ Alta Regional Center ☐ California Children Services (CCS) ☐ Mind Institute (UCD)
☐ Shriner's Hospital ☐ Special Education Services ☐ Other: _____

MEDICATION

☐ Yes ☐ No **Does your child take any medication?**
If Yes, list: _____

☐ Yes ☐ No **Will your child need to take any medication *at school*?**
If Yes, list: _____

DENTAL HISTORY

☐ Yes ☐ No Has your child been seen by a dentist within the last 12 months?

- Date last seen by dentist: _____
- Next dental appointment is on: _____

☐ Yes ☐ No Does your child have any cavities?
☐ Yes ☐ No Does your child have any problems with painful teeth or gums?
☐ Yes ☐ No Does your child drink from a bottle?

NUTRITION HISTORY

☐ Yes ☐ No **Is your child *allergic* to any foods?** ***(Please notify our preschool nurse)***
If Yes, list: _____

☐ Yes ☐ No **Has your child ever been prescribed an EpiPen or Antihistamine for this food allergy? (Please notify our preschool nurse)**

☐ Yes ☐ No **Is your child lactose intolerant?**

☐ Yes ☐ No **Is your child on a special diet or tube feedings? If Yes, describe: _____**

☐ Yes ☐ No Is there any food your child should not eat for *religious preference* reasons?
If Yes, list: _____

☐ Yes ☐ No Is your child vegetarian / vegan?

☐ Yes ☐ No Does your child eat any non-food items (such as clay, dirt, chalk) on a regular basis?
If Yes, describe: _____
Is child's doctor aware of this condition? ☐ Yes ☐ No

☐ Yes ☐ No Does your child receive WIC? WIC Number: _____

How many times a day does your child have the following foods (includes school meals):

	1 - 2	3 - 5	> 6
Cake, cookies, candy, chips			
Soda, sweetened drinks			
Dairy: Milk, cheese, yogurt			
Non-meat: Beans, lentils, peanut butter			
Fruit: Apples, oranges, bananas			
Vegetables: Broccoli, carrots, green beans			
Grains: Cereal, bread, rice, grits, tortilla			

DEVELOPMENT HISTORY: *(complete for Year 1 only)*

☐ Yes ☐ No Walked by 14 months

☐ Yes ☐ No Used single words by 18 months

☐ Yes ☐ No Is toilet trained

☐ Yes ☐ No Developmental Concerns: _____

☐ Yes ☐ No Behavioral Concerns: _____

Child goes to bed by: _____PM Wakes at: _____AM Naps: _____ hours per day

PREGNANCY / BIRTH HISTORY: *(complete for Year 1 only)*

☐ Yes ☐ No Were there complications with the pregnancy or birth of this child? If yes, describe:
_____

☐ Yes ☐ No Did mother use any medications, alcohol, street drugs or tobacco during pregnancy? If yes, describe:_____

☐ Yes ☐ No Did your child have any problems at birth of during first months of life? If yes, describe:
_____

☐ Yes ☐ No Was your child born early (premature)? If yes, born at _____ gestation

Please tell us anything else you would like us to know about your child's health: _____
_____

Parent/Guardian Name (Please print clearly): _____☐ Parent ☐Grandparent ☐ Foster Parent
Parent/Guardian Signature: _____ Date: _____

Reviewed by Preschool Nurse: _____ Date: _____

Special Health Conditions

Dear Parent or Guardian:
If your child has one of these conditions please inform the Enrollment Specialist who is assisting you:

- ❖ **ASTHMA *(with or without medications)***
- ❖ **FOOD ALLERGY *(i.e. peanut, seafood, etc.)***
- ❖ **HEART HISTORY**
- ❖ **SEIZURE HISTORY/DISORDER**
- ❖ **OTHER CONDITION: _____**

Specific paperwork needs to be completed by *you and your physician* before your child can attend class. We will happily provide you with the required paperwork.

Questions?

Please call the Nurse at your enrollment center:

• **Cap City:**	**Lisa Stevens, RN**	**Ph: (916) 264-3950 ext. 1604**
• **Hiram Johnson:**	**Lori Souza, RN**	**Ph: (916) 277-7047 ext. 1037**
	Victoria Benson, RN	**Ph: (916) 277-7047 ext. 1035**

Sacramento City Unified School District
CHILD DEVELOPMENT DEPARTMENT

SPECIAL CONCERN FORM

☐ Copy to Nurse
☐ Copy to Special Needs Coordinator

Child's Name: _____ Birthdate: _____ Program: ☐EHS ☐HS ☐HB ☐Wrap ☐SP ☐FD

Dear Parent: Please provide us with the following important information that will help your child have a safe and smooth transition into the classroom.

1. **HEALTH** - My child:

- Has a MEDICAL CONDITION (Such as Asthma, Food Allergies, Seizures, Diabetes, ADHD, Autism, etc.)
  ☐ No ☐ Yes – *Please explain*: _____
- Has MEDICATION PRESCRIBED BY A DOCTOR to be taken during school hours
  ☐ No ☐ Yes – *Please explain*: _____
- Requires a SPECIAL DIET due to a medical or allergy condition OR personal preference (Such as dairy-free, peanut-free, No pork, etc.)
  ☐ No ☐ Yes – *Please explain*: _____

2. **SPECIAL NEEDS** - My child:

- Receives or did receive SERVICES FOR SPECIAL NEEDS from the school district or other agencies (Such as, ALTA, SCOE, CCS, NOR-CAL, Easter Seals, Shriner's Hospital, etc.)
  ☐ No ☐ Yes – *Please explain*: _____
- Has been IDENTIFIED/ASSESSED FOR SPECIAL NEEDS
  ☐ No ☐ Yes – *Please explain*: _____
- Has an INDIVIDUAL EDUCATION PLAN (IEP) or INDIVIDUAL FAMILY SERVICE PLAN (IFSP)
  ☐ No ☐ Yes – *Please explain*: _____

3. **TOILETING STATUS (Preschool only)** - My child:

- ☐ Is in diapers or ☐ pull-ups

4. **TOILETING READINESS (Preschool only)** - My child:

- Needs ASSISTANCE WITH TOILETING
  ☐ No ☐ Yes – *Please explain*: _____

Office Use Only

All boxes checked No: File the WHITE copy of this form in the Child's Classroom File and the YELLOW copy in the Yellow Health Folder.

Any box checked Yes: The child's file is placed ON HOLD. If a health need is indicated, a copy is forwarded to the Nurse. If special needs are indicated, a copy is forwarded to the Special Needs Coordinator. The child's enrollment is pending until cleared by the Nurse and/or Special Needs Coordinator (except for Toileting Readiness). Enrollment eligibility status will not be affected; however, the child may not begin attending until cleared. File copies of the final form(s) in the Yellow Health Folder and Child's Classroom File.

☐ **HEALTH**: Send this form & copy of Health History to Nurse. _____ (Date sent), _____ (Office Technician)

Child is cleared for attendance: ☐ Yes ☐ No ☐ Pending _____ (Date returned), _____ (Nurse Signature)

Comments: _____

☐ **SPECIAL NEEDS**: Send this form & copy of IEP/IFSP to Special Needs Coordinator. _____ (Date sent), _____ (Office Technician)

Child is cleared for enrollment: ☐ Yes ☐ No ☐ Pending _____ (Date returned), _____ (Special Needs Coordinator Signature)

Comments: _____

☐ **TOILETING STATUS**: Send a blank Toileting Plan to classroom teacher prior to child's enrollment if checked yes above.

Distribution: White Final copy of original - Yellow Health Folder and Child's Classroom File

Sacramento City Unified School District
Child Development Department

Head Start/Early Head Start TB* Risk Assessment

Child's Name: _____ DOB: _____

1	**Has the child come in close contact with a person infected with tuberculosis (TB)?**	**Yes**	**No**
2	**Is the child foreign born, a refugee or a migrant?**	**Yes**	**No**
3	**Has the child had contact with an incarcerated person or a person who has been incarcerated in within the last 5 years?**	**Yes**	**No**
4	**Has the child been exposed to any of the following individuals: Homeless individuals, residents of nursing homes, institutionalized adolescents or adults, users of illicit drugs, migrant farm workers and/or those who have recently visited outside of the U.S.?**	**Yes**	**No**
5	**Does the child have a medical condition which suppresses the immune system?**	**Yes**	**No**
6	**Does the child live in a community in which it has been established that a high risk exists for TB?**	**Yes**	**No**
7	**Has the child traveled to any foreign countries since the last medical visit?**	**Yes**	**No**

Parent/Guardian Signature: _____ Date: _____

Please note:

If you have answered "Yes" to any of the above questions, please refer to your child's Health Care Provider for possible TB testing.

*Tuberculosis (TB) is caused by a bacterium that usually infects the lungs, but the TB bacteria can attack any part of the body such as the kidney, spine, and brain. If not treated properly, TB disease can be fatal. TB is spread through the air from one person to another by coughing, sneezing, speaking, or singing. People nearby may breathe in these bacteria and become infected. If you think you have been exposed to someone with TB disease, contact your health care provider or local health department to see if you should be tested for TB infection.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Childhood Lead Poisoning Questionnaire

(A survey to determine a child's risk for lead poisoning)

➢ **Parent or Guardian:** Answer these questions about your child and give this form to his/her doctor.
Complete one survey for each child less than 6 years old.

Child's Name: _____ **Birthdate:** _____

Parent / Guardian - please answer below questions:

1. Does your child know someone who has lead poisoning (Blood lead level >15 ug/dL)? (For example, a parent, brother/sister, cousin, friend…)	Yes	No
2. Does your child live with someone who works with lead? (For example, person is a construction worker (fixes old houses), mechanic (fixes car batteries and radiators), works with scrap metal, solders (fixes) wires or electronics, makes ceramics/pottery/stained glass/jewelry…)	Yes	No
3. Do you have vinyl (plastic) miniblinds (vertical or horizontal) or old bath tubs in your home?	Yes	No
4. Does your child frequently put objects in his/her mouth and/or eat non-food items? (For example, child eats dirt, paint chips, chews on windowsills or fishing weights…)	Yes	No
5. Is your child anemic (lacking iron)? (Hemoglobin <11mg/dL or Hematocrit <33%)	Yes	No
6. Is your child given home remedies or wear make up from another country? Common in these communities — Home remedies/cosmetics Latino — *Azarcon, Alarcon, Greta, Albayalde, Liza Maria,* Hmong — *Luisa Coral, Rueda, Pay-loo-ah* Arabic/Middle Eastern — *Kohl, Alkohl, Sattarang, Bokoor, Ceruse, Cerrusite,* Asian-Indian — *Ghasard, Bala goli, Kandu, Surma*	Yes	No
7. Does your child eat foods stored/cooked in old/imported pottery/dishes or eat Mexican candy?	Yes	No
8. Did your child live or spend some time in another country? Where and When?	Yes	No

➢ **Parent or Guardian**

- ☐ If you answered "Yes" to any of the questions, your child may be at risk for lead poisoning and needs a blood test.
- ☐ If you answered "No" to all the questions above, your child is not at risk for lead poisoning at this time.

❋ **Doctor: This child may need a blood lead test based on these risk/exposures to lead:**

- ☐ On public assistance
- ☐ In place built before 1978 or recently remodeled
- ☐ Knows someone with lead poisoning
- ☐ Pica behavior
- ☐ Someone in home works with lead
- ☐ Child given home remedies
- ☐ Child anemic
- ☐ Vinyl mini-blinds in home
- ☐ Uses old/imported pottery/dishes/candy
- ☐ Lived in another country
- ☐ Other_____

CHDP/Medi-cal Providers MUST:

Test child at 1 **AND** 2 years of age.
Test child if 2-6 years and never been tested for lead.

Parent/Guardian Signature: _____ Date: _____

Interviewer Name/Agency: : _____ Date: _____

CALIFORNIA DEPARTMENT OF EDUCATION
CHILD DEVELOPMENT DIVISION
CD 9600A (NEW 1/00)

CHILD CARE DATA COLLECTION
PRIVACY NOTICE AND CONSENT FORM

The US Department of Health and Human Services (HHS) is gathering information about families that receive child care assistance. The information will be reported to the California Department of Education (CDE), and then to HHS. The information will be used for research on the status of child care in the United States, and will provide valuable data for those developing child care programs and policies at the state and local, as well as the national level.

All of the information HHS receives about your family and others will be summed up and reported to Congress every two years. No person or family will be individually identified in reports made to Congress or to the public. All information CDE receives about your family and others will be summed up, and no person or family will be individually identified in reports made to the Legislature, other governmental agencies or the public.

To ensure that children and families receiving child care services are counted only once, HHS and CDE are requesting the social security number of the head of the family unit receiving child care assistance. If you do no wish to give your social security number for this purpose, you may still receive child care assistance. Social security numbers will help us meet HHS reporting requests and state requirements for program statistics. Authority to ask for your social security number for this purpose is in Section 98.71(a)(13) of Title 45 of the Code of Federal Regulations, *Education Code* Section 8261.5, and Section 18070 of Title 5 of the California Code of Regulations. Your decision to provide your social security number is voluntary.

I have been informed of the way my social security number will be used.
I understand that if I do not wish to give my number, I can still receive
child care assistance.

- ❑ YES, my social security number may be used: _____ _____ _____
- ❑ NO, I do not wish to give my social security number for this purpose.

_____ _____
Signature of Head of Household Date

_____
Type of Print Name

If you would like a copy of this form, please ask.

You have the right to access records containing your personal information. For information about this system of records, contact the California Department of Education, Child Development Division, 1430 N Street, Sacramento, CA 95814; telephone (916) 445-1907.

CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.

2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.

3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.

4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.

5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.

6. Receive from the licensee the name, address and telephone number of the local licensing office.

   Licensing Office Name: River City Regional Office

   Licensing Office Address: 2525 Natomas Park Drive, Suite 250
   Sacramento, CA 95834

   Licensing Office Telephone #: (916) 263-5744 FAX (916) 929-6371

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.

8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

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(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' R I G H T S

(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____,
have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

_____
Name of Child Care Center

_____ _____
Signature (Parent/Authorized Representative) Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

(1) To be accorded dignity in his/her personal relationships with staff and other persons.

(2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.

(3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

(4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.

(6) Not to be locked in any room, building, or facility premises by day or night.

(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

River City Regional Office

ADDRESS

2525 Natomas Park Drive, Suite 250

CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER	AREA CODE/FAX NUMBER
Sacramento	95834	(916) 263-5744	(916) 929-6371

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE: **PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)	(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	(DATE)

Facing the Facts:
A Parent's Guide to the Understanding of *Child Abuse*

Definition of Child Abuse

As used in this article, "child abuse" means a physical injury which is inflicted by other than accidental means on a child by another person. "Child abuse" also means the sexual abuse of a child or any act or omission proscribed by Section 273a (willful cruelty of unjustifiable punishment of a child) or 273d (unlawful corporal punishment or injury.) "Child abuse" also means the neglect of a child or abuse in out-of-home care, as defined in this article. "Child abuse" does not mean a mutual affray between minors. Penal Code Section 11165.6

Definition of Sexual Abuse

As used in this article "sexual abuse" means sexual assault or sexual exploitation as defined in the following:
(a) "sexual assault" means conduct in violation of one or more of the following sections: Section 261 (rape), 264.1 (rape in concert), 285 (incest), 286 (sodomy), subdivision (a) or (b) of Section 288 (lewd or lascivious acts upon a child under 14 years of age), 288a (oral copulation), 289 (penetration of a genital or anal opening by a foreign object), or 647a (child molestation.) Penal Code Section 11165.1

Definition of Neglect

As used in this article, "neglect" means the negligent treatment or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. The term includes both acts and omissions on the part of the responsible person Penal Code Section 11165.2

Contacts and Services

For your information, the following chart shows what agencies may assist you in the specific areas listed below:

	Police or Sheriff	County Dept of Children's Social Svc.	State or Local division of Community Care Licensing
If you believe a child is being (or has been) abused by an individual (relative, friend….)	✓	✓	
If you believe a child has been assaulted by a stranger…	✓		
If you believe a child is being (or has been) abused in a licensed day care setting (child care center, school, recreational facility, family day care home….	✓		✓
If you have any questions or complaints concerning the licensing organization, staffing, or programs of a licensed child care setting…		✓	

Mandated Reporters

While everyone should report suspected child abuse and neglect, the California Penal Code provides that certain professionals and lay persons must report suspected abuse to the proper authorities. These include:

- Any child care custodian (teacher, licensed day care workers, foster parents, social workers)
- Medical Practitiioners (physicians, dentists, psychologists, nurses)
- Non-medical Practitioners (public health employees, counselors, religious practitioners who treat children)
- Employees of a child protective agency (sheriff, probation officers, county welfare department employees)

If abuse is suspected a phone report to Police or CPS must be made immediately. Failure to submit the written report of suspected abuse by a mandated reporter (listed above) within 36 hours is a misdemeanor punishable by 6 months in jail and/or a $1000 fine.

Child Abuse Prevention Curriculum

With your permission, your child will participate in a developmental safety program.

Remember, you have the primary responsibility for your child's well-being. With a little time, effort and understanding you may prevent your child from being abused or assist your child when abuse has occurred.

Child Abuse Prevention Information Receipt

This will acknowledge that I/we, the parents of _____ have received a copy of
Child's Name

"Facing the Facts: A Parent's Guide to the Understanding of Child Abuse" from the _____
Name of Facitlity

Signature of Parent(s)/Guardian(s)_____ Date_____

Sacramento City Unified School District

CHILD DEVELOPMENT DEPARTMENT
5735 47th Avenue, Box 715 ● Sacramento, CA 95824
(916) 643-7800 ● FAX (916) 399-2057

Dear Parent/Guardian:

Tuberculosis is an infectious disease which is spread through the air when a person infected with active TB coughs, speaks, sings, sneezes or spits. The only way to know for certain if you have been infected with TB is to be tested by a medical professional. A test commonly used to detect TB is the PPD skin test.

The Head Start Program mandates all Head Start parents/guardians and other volunteers to have a TB clearance on file with the preschool office. This requirement applies whether or not you participate in the classroom.

Our records indicate that you do not have a TB clearance on file; therefore, you are required to obtain one now. If you have a history of a positive skin test, documentation from your doctor or clinic of a negative chest x-ray is needed.

Give the results of your TB screening to your assigned office technician for your child's center.

If you decline to obtain your TB clearance, the statement at the bottom of this letter must be signed.

I understand that a TB clearance is required whether or not I participate in the classroom; however, I decline to obtain a TB test. I understand that by declining to obtain a TB clearance I am excluding myself from participating in my child's classroom.

_____ _____

Parent/Guardian Signature Date

_____ _____

Print Parent/Guardian Name Child's Name

Confidential

Sacramento City Unified School District
CHILD DEVELOPMENT DEPARTMENT

FAMILY WORKSHEET

Check all that apply:
- ❑ HS Part Day
- ❑ State Preschool
- ❑ HS Wrap
- ❑ HS Home-based
- ❑ FD Collaboration

Child:_____ Birth Date:_____ ☐M ☐F Site:_____ ☐AM ☐PM

Parent / Legal Guardian(s): _____ , _____

Home Phone: _____ Other Phone:_____ English speaker: Yes ☐ No ☐

If not, what language do you speak? _____ In what language do you prefer written material?_____

If you would like to receive information on a topic listed below, please check:

	Notes:		Notes:
☐ Counseling		☐ Food	
☐ Stress Management		☐ Clothing	
☐ Child Discipline		☐ Emergency Shelter	
☐ Substance Abuse		☐ Utilities	
☐ Child Abuse Prevention		☐ Transportation Referral	
☐ Child Support Assistance		☐ GED/High School Diploma	
☐ Incarcerated Parent Assistance		☐ Adult Education	
☐ Marriage Support Assistance		☐ College	
☐ Domestic Violence		☐ ESL *(English as a Second Language)*	
☐ Medical/Dental _____		☐ Job Training/Job Search	
☐ Other: _____		☐ Special Education	
☐ None of the above		☐ Other: _____	
		☐ None of the above	

In an effort to work cooperatively with other agencies, please check any services you are receiving.

☐ Medi-Cal	☐ Energy Program Assistance	☐ Family Preservation
☐ *TANF/Cal Works	☐ General Assistance	☐ Probation
☐ Food Stamps	☐ Child Support/Alimony	☐ Unemployment Insurance
☐ Public Housing Assistance	☐ SCOE	☐ Supplemental Security Income (SSI)
☐ WIC	☐ ALTA Regional Center	☐ Other: _____
☐ *Have you established a TANF goal? ☐Yes ☐No		☐ None of the Above

What are your interests and strengths?

☐ Working with children	☐ Gardening	☐ Crafts
☐ Handy-work	☐ Sewing	☐ Music
☐ Painting	☐ First Aide	☐ Carpentry
☐ Planning/Organizing	☐ Storytelling	☐ Writing
☐ Cooking	☐ Security	☐ Photography
☐ Cosmetology	☐ Retail Services	☐ Other: _____
☐ Computers	☐ Typing	☐ None of the Above

Parent/Legal Guardian Signature: _____ ❒ *Male* ❒ *Female* **Date:** _____

Parent/Legal Guardian Signature: _____ ❒ *Male* ❒ *Female* **Date:** _____

I have received the "Community Resources" handout. (Please Initial): _____

For 1st Home Visit

I have reviewed the Family Worksheet with Teacher/School Community Liaison (SCL). _____
Parent's Initial and Date

Teacher/School Community Liaison (SCL)/Home Visitor Signature: _____ **Date:** _____

Family would like follow-up from Resource Staff: ❒ YES ❒ NO

Distribution: White – Child's File Yellow – SCL / Central Support Staff Pink – Parent

Child Development Department
Community Resources/Recursos de la Comunidad

InfoLine Sacramento 2-1-1 or 498-1000

www.211sacramento.org
www.HealthyCity.org
www.onefatherslove.com

Child Abuse Prevention/Prevenir Abuso de niños

Child Protective Services (CPS).....875-5437
Sacramento Crisis Nursery.....394-2000

Child Discipline-Disciplina de Niños

Parent Support Line 1-888-281-3000

Child Support Assistance/Apoyo de Niños

Sacramento County Department of Child Support Services.....
..... 866-901-3212
Superior Court of California-Family Law Facilitator.....
.....875-3400

Clothing/Ropa

SCUSD PTA Clothes Closet.....643-2362
(Referral needed from school office)
Sacramento Food Bank & Family Services..... 456-1980

Counseling/Consejería

Sacramento County Access Adult Counseling Services 875-1055
La Familia Counseling Center 452-3601
Hmong Women's Heritage.....394-1405
River Oak Family Resource Center 244-5800

Domestic Violence/Violencia Domestica

WEAVE 448-2321
WEAVE (24 Hour Crisis Line) 920-2952
My Sisters House 428-3271

Adult Education/College/Educación/Colegio

Charles A. Jones Center 433-2600
Los Rios Community College District.....568-3041

Food/Comida

Sacramento Food Bank & Family Services 456-1980
CalFresh 874-3100
Women, Infants and Children (WIC).....876-5000
River City Food Bank.....446-2627

Emergency Shelter/Alojamiento de Emergencia

SCUSD Office of Homeless Services.....277-6892
Sacramento Area Emergency Housing Center.....455-2160
Salvation Army Emergency Shelter 442-0331
St. Johns Shelter for Women & Children.....453-1482

Health/Dental/Salud

CHDP 875-7151
Sacramento Covered.....414-8333
Wellspace Health (Medical) 646-8000
Wellspace Dental.....233-4925

Parent Legal Assistance/Asistencia-legal para padres de la familia

Family Law, Self-Help Center 875-3400
Legal Services.....551-2100

Job Training/Entrenamiento de Trabajo

Sacramento Works 263-3800
Asian Resources.....454-1892

Marriage Support Assistance/Asistencia con Apoyo Cónyuge

Relationship Skills Center 362-1900

Special Needs/Educación Especial

Warmline Family Resource Center.....922-9276
SCUSD Special Education Department 643-9174
Alta California Regional Center.....978-6400
SCOE Sacramento County of Education 228-2386

Substance Abuse/Abuso de Substancia

Sacramento County Access Alcohol & Drug Counseling
Program.....874-9754
Alcoholics Anonymous 454-1100
Narcotics Anonymous..... 1-877-623-6363

Transportation Assistance/Transportación

Sacramento Regional Transit.....321-2877

Utility Assistance/Utilidades

Community Resource Project (HEAP).....567-5200
PG & E CARE Program.....1-866-743-2273
SMUD Energy Assistance Program 1-888-742-7683
California Lifeline.....1-866-272-0357