



Child's Information Form

Child's Name: _____

Birthday: _____

☐ Male ☐ Female

Mother's Information:

Name: _____

Address: _____

Employer: _____

Primary Phone: _____

Secondary Phone: _____

Email: _____

Father's Information:

Name: _____

Address: _____

Employer: _____

Primary Phone: _____

Secondary Phone: _____

Email: _____

Primary guardian(s): (select all that apply)

☐ Mother ☐ Father ☐ Other (specify below)



Physical Release Form

I, _____, have examined
Physician's Name

_____ on _____. I verify that they are in
child's name date

good health, free of any contagious and infectious diseases, and capable of participating in
daycare activities, except as noted below.

Exceptions:

☐ No exceptions present

Signed:

Physician's Signature

Date



Consent to Release Information, Photographs, and Recordings

I give my consent for Willow and Oak Early Learning Center to release photographs or recordings that contain my child, as well as their first name, on any company-related media, including the Willow and Oak Early Learning Center Facebook page and website.

I understand that Willow and Oak Early Learning Center will not release any other personal information, including birthdates, when these images or videos are posted.

This consent may be rescinded at any time by submitting a written request to the owner/director.

Child's Name

Parent/Guardian Signature

Date



Policy for Provisional Employment of Staff Members

1. A center may provisionally employ a staff member, a person for whom it has requested a CCCBC-based determination of eligibility for childcare purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the department's receipt of the other CCCBC results and determination of the person's eligibility for childcare purposes.
2. A provisionally-employed staff member may be counted in the child-staff ratios but must be always monitored in accordance with the following:
 - a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the Center has a CCCBC-based determination of eligibility for childcare purposes (or prior to October 1, 2018, a satisfactory), who is designated by the center to monitor a specific provisionally-employed staff member.
 - b. The center must designate a monitor for each provisionally-employed staff member at the center.
 - c. The monitor shall be always physically present at the center when the provisionally-employed staff member is present at the center.
 - d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff member to be able to intervene at any time if intervention is needed.
 - e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member at any every 30 minutes.
 - f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
 - g. At least one monitor must be always physically present in any room during naptimes if a provisionally-employed staff member is present.
3. The center shall have a log or other written documentation of the provisionally-employed staff member that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

My signature below indicates that I have received and read the policy for the provisional employment of a staff member. I understand that I will be notified if the Center does hire an employee who has been deemed provisionally eligible to work in childcare.

Parent Signature

Date



Allergy Disclosure

My child has the following allergies/sensitivities:

☐ My child has no known allergies or sensitivities

Parent Signature

Date