



Birch Grove Community Service Saplings Enrollment Information

Child's Legal Name:

First _____ Middle _____ Last _____

Birthdate _____ Gender _____

Physical Address _____ City _____ Zip _____

Mailing Address _____

Home Phone # _____

Primary Email Address: _____

(Email address is for Brightwheel Billing and to send home information)

Parent/Guardian 1: Name _____

Place of Employment _____ Phone # _____

Parent/Guardian 2: Name _____

Place of Employment _____ Phone # _____

List of Person(s) authorized to pick up your child from Saplings:

If we are not able to contact parent/guardians, please give a list of relatives, family or friends for us to contact who will care for your child if ill:

Name _____ Phone# _____

Name _____ Phone# _____

Name _____ Phone# _____

Does your child have updated immunizations: _____ Please submit records.

Does your child have special circumstances we should know about (example: Special Education IEP, allergies, etc.)?

Data Privacy Tennessee Notice:

Birch Grove Community School/Service (BGCS) is asking you to provide information, which includes private information, under the Minnesota Government Data Practices Act (MGDPA). BGCS is asking for this private information so that we can fulfill your request to enroll your student at BGCS.

This information will be used to enroll your student at BGCS, create a student file, and fulfill state and federal reporting requirements. This information will also be used to appropriately assist your student in the event of an emergency.

You are not legally required to provide the information that BGCS is requesting and you may refuse to provide some or all of the information requested. However, BGCS may not be able to process your student application for enrollment if you do not provide sufficient information. Failure to provide certain information could result in delays, incorrect enrollment, or cause your student to not be enrolled.

With some exceptions, unless you consent to further release of private information, access to this information will be limited to individuals whose jobs reasonably require access to this information and school officials with an educational need to know. However, state and federal law authorizes release of private information without your consent: to the juvenile justice system, the Minnesota State High School League and if required by a court order, or authorized by other state or federal law.

Parent/Guardian Signature: _____

Admission and Arrangements

PLEASE PRINT. Complete one form for each child in care. This form must be kept on file at the family child care home. Please Note: Pursuant to MN Rules 9502.0405, subpart 4, the provider shall obtain the required information for each child prior to admission and keep the information up to date.

CHILD INFORMATION

Last Name		First Name	Birthdate (mm/dd/yyyy)	Date Enrolled in Care
Address		City	State	Zip Code

PARENT OR GUARDIAN # 1

Last Name		First Name	Place of Employment and Work Phone No.	
Address of Employer		City	State	Zip Code
Email		Home Phone		Cell Phone
Address (if different from child)		City	State	Zip Code

PARENT OR GUARDIAN # 2

Last Name		First Name	Place of Employment and Work Phone No.	
Address of Employer		City	State	Zip Code
Email		Home Phone		Cell Phone
Address (if different from child)		City	State	Zip Code

EMERGENCY CONTACT FOR CHILD IF PARENTS CAN'T BE REACHED One Contact Required

Last Name		First Name	Relationship and Phone Number	
Address		City	State	By checking I am authorizing this person to pick up my child <input type="checkbox"/>
Last Name		First Name	Relationship and Phone Number	
Address		City	State	By checking I am authorizing this person to pick up my child <input type="checkbox"/>
Last Name		First Name	Relationship and Phone Number	
Address		City	State	By checking I am authorizing this person to pick up my child <input type="checkbox"/>

EMERGENCY INFORMATION FOR CHILD

Hospital to be used for emergencies		Physician's Name		Telephone
Address		City	State	Zip Code
Dentist to be used for emergencies		Dentist's Name		Telephone
Address		City	State	Zip Code
				If you don't have a dentist yet for your child, check this box <input type="checkbox"/>

CHILD CARE PROVIDER

Name		License #		
Address	City	State	Zip Code	

ARRANGEMENTS

Financial Arrangements

Services Provided (Including Days, Hours, Meals, Etc.)

Special Conditions (Special Diet, Special Needs)

Does Your Child Have Allergies YES NO NOTE: If Yes, Complete the [Allergy Information Form](#)

LIABILITY INSURANCE NOTIFICATION

Pursuant to 245A.152(a) A license holder must provide a written notice to all parents or guardians of all children to be accepted for care prior to admission stating whether the license holder has liability insurance. This notice may be incorporated into and provided on the admission form used by the license holder. Select one of the options below.

- I do have liability insurance. A current certificate of coverage of insurance is available for inspection to all parents and guardians of children receiving services and to all parents seeking services from the family child care program. The expiration date is:
- I do not have liability insurance

PERMISSIONS

AUTHORIZATION IS HEREBY GIVEN TO THE CHILD CARE PROVIDER AS NAMED IN THE ITEM ABOVE, TO PROVIDE TRANSPORTATION FOR MY CHILD
Yes No

ANY SPECIAL TRAVEL ARRANGEMENTS

I have received a copy of the maltreatment of minors mandated reporter policy

AUTHORIZATION IS HEREBY GIVEN TO THE CHILD CARE PROVIDER AS NAMED IN THE ITEM ABOVE, TO OBTAIN EMERGENCY MEDICAL CARE OR TREATMENT IN THE EVENT OF AN EMERGENCY Yes No

AUTHORIZATION: We the undersigner hereby agree to abide by the arrangements and authorizations so stated above. We have discussed the information required in the rule part 9502.0405

Signature of Child Care Provider	Date
Signature of Parent / Guardian	Date
Signature of Parent / Guardian	Date



Birch Grove Community School
Post Office Box 2383
Tofta, MN 55615
(218) 663-0170 – Fax (218) 663-7904

UNIVERSAL OFF CAMPUS PERMISSION FORM

I hereby grant permission for my child _____ to participate in classroom field trips, walking trips, bussed field trips, and special classroom activities that may include leaving the school campus. Unless I send a note specifically to exclude my child from any of the above activities, my child will be allowed to accompany his/her class.

Parent/Guardian Signature

Date

PHOTO RELEASE FOR MINORS

I, being the Parent/Guardian of _____, hereby consent that the photographs of Birch Grove Community School/Community Service activities in which she/he appears may be used by Birch Grove Community School/Community Service, its assigns or successors, in whatever way Birch Grove Community School/Community Service may desire, including but not limited to, audiovisual productions, television, website production, brochures, other media, and other uses as Birch Grove Community School/Community Service deems appropriate.

Birch Grove Community School/Community Service shall not be obligated to provide me with any prior notice of the use of these photographs or films. Futhermore, I hereby consent that such photographs and the plates or films from which they are made shall be the property of Birch Grove Community School/Community Service and that Birch Grove Community School/Community Service shall have the right to duplicate or reproduce such photographs and plates as it may desire, free and clear of any claims whatsoever on my part.

As the Parent/Guardian of _____, I have the authority to sign on behalf of my child in this matter.

Signature of Parent/Guardian



Prescription and non-prescription medication administration permission Family Child Care

9502.0435 subp. 16 F (1) The provider shall obtain written permission from the child's parent prior to administering prescription and non-prescription medicines, diapering products, sunscreen lotions, and insect repellents. Nonprescription medicines, diapering products, sunscreen lotions, and insect repellents must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist.

The provider shall obtain and follow written instructions from a licensed physician or dentist prior to administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions.

Product	Parent Signature APPROVES	Parent Signature DOES NOT APPROVE
Prescription and Non- Prescription Medicines		
Diapering Products		
Sunscreen Lotions		
Insect Repellents		

Additional information for provider:



Saplings Program Enrollment Questionnaire

First, Middle and Last Legal Name _____

Preferred Name _____

Date of Birth _____

Gender Male / Female

Has the child ever attended another program, child care, ECFE, Head Start, preschool? Yes / No

Does the child receive Special Ed Services (IEP)? Yes / No

Comment regarding your student:

Has your child had Early Childhood Screening? Yes / No

If yes, provide location and date:

Does your child nap? Yes / No If so for how long? _____

Does your child have older or younger siblings? Yes / No

If yes, provide how many. _____

Does your child speak so that they can be understood by others? Yes / No

Provide any additional information _____

Does your child express their thoughts and needs easily? Yes / No

Does your child use crayons and/or markers to scribble or draw? Yes / No

Does your child listen to stories being read? Yes / No

Does your child recall and retell stories or events? Yes / No

Does your child talk with your friends/relatives who come to visit? Yes / No

Does your child follow simple age-appropriate directions? Yes / No

Does your child have the opportunity to play with other children? Yes / No

Which language is primarily spoken in the home?

What days are you interested in having your child come to the program?

Tennessee Warning: You have been asked to supply private information concerning your child. Pursuant to M.S. 12.04, school districts are required to inform parent/guardians how this information will be used. All information collected will be private and confidential. This information will help us aid you child in case of an emergency or health concern. We may need to phone you or other designated people. You may refuse to supply the requested information. This may greatly hinder us in helping your child. Please note that in a crisis we might need to call 911 or law enforcement to help with your child. Information that you provide to our schools will only be available to staff who work directly with your child or to emergency response personnel. Data privacy laws protect confidentiality.



Report Notification Policy – Licensed Child Care Programs

The following form is required by the state to be held in every child's file that participates in our Community Education programs.

Mandated Reporting:

The reporting of suspected child abuse is a personal obligation as well as a professional and legal one. Minnesota Statute 245A.145, Subdivision 1 requires that any school personnel or child care provider report any form of physical, sexual, or emotional abuse or neglect of any child. When any member of the Birch Grove Community Service/School team have reason to believe, or suspect maltreatment has occurred, we will *immediately*, meaning as soon as possible but definitely within 24 hours, contact and make a report to the following:

1. Cook County Public Health & Human Services- Child Protection 218-387-3620
2. Local Law Enforcement- 218-387-3030
3. Cook County Child Care Licensing- 218-387-3604
4. Lake County Public Health & Human Services Silver Bay Center- 218-226-4443

Complaints about the program:

Minnesota Statutes 245A.145, Subdivision 1 also requires that parents be informed where they may make concerns or complaints known about the care in the program. Communication between parents and providers is essential to provide consistent, nurturing care. We are confident that we can work with you regarding any concerns you may have. If concerns cannot be satisfactorily resolved you may address your concerns with the following agencies:

1. Cook County Public Health and Human Services- Child Protection 218-387-3620
2. Cook County Child Care Licensing- 218-387-3604
3. Lake County Public Health & Human Services Silver Bay Center- 218-226-4443

Parent Signature

Date



Birch Grove Community School Internet Access Form

Dear Birch Grove Parents/Guardians:

Birch Grove Community School students use computers/iPads and the internet as a part of our educational program. The internet use is monitored by school staff. We do have a content filtering service to deny access to inappropriate or offensive internet sites. It is, however, virtually impossible to deny access to all sites that parents may feel are inappropriate. If your child experiences access to any sites deemed inappropriate, please let the school know immediately. The site will be reviewed and appropriate action taken.

Email accounts will not be set up for the students.

Please check the appropriate box below, and sign and date this form.

- Yes, allow my child access to the internet
- No, my child is not allowed to access the internet

Student name

Parent/guardian's signature

_____ Date _____

Student Immunization Form

Student Name _____

Birthdate _____ Student Number _____

Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal medical or conscientious exemption.

FOR SCHOOL USE ONLY	
<input type="checkbox"/>	Complete; booster required in _____
<input type="checkbox"/>	In process; 8 mos. expires _____
<input type="checkbox"/>	Medical exemption for _____
<input type="checkbox"/>	Conscientious objection for _____
<input type="checkbox"/>	Parental/guardian consent _____

Parent/Guardian:

You may attach a copy of the child's immunization history to this form OR enter the MONTH, DAY, and YEAR for all vaccines your child received. Enter MED to indicate vaccines that are medically contraindicated including a history of disease, or laboratory evidence of immunity and CO for vaccines that are contrary to parent or guardian's conscientiously held beliefs.

Sign or obtain appropriate signatures on reverse. Complete section 1A or 1B to certify immunization status and section 2A to document medical exemptions (including a history of varicella disease) and 2B to document a conscientious exemption.

Additionally, if a parent or guardian would like to give permission to the school to share their child's immunization record with Minnesota's immunization information system, they may sign section 3 (optional).

For updated copies of your child's vaccination history, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-5503 or 800-657-3970.

School Personnel: Be sure to initial and date any new information that you add to this form after the parent/guardian submits it. Also, record combination vaccines (e.g., DTaP+HepB+IPV, Hib+HepB) in each applicable space.

Type of Vaccine	DO NOT USE (✓) or (✗)	1st Dose Mo/Day/Yr	2nd Dose Mo/Day/Yr	3rd Dose Mo/Day/Yr	4th Dose Mo/Day/Yr	5th Dose Mo/Day/Yr
Required (The shaded boxes indicate doses that are not routinely given; however, if your child has received them, please write the date in the shaded box.)						
Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT) • for children age 6 years and younger • final dose on or after age 4 years						
Tetanus and Diphtheria (Td) • for children age 7 years and older • 3 doses of Td required for children not up to date with DTaP, DTP, or DT series above						5th dose not required if 4rd dose was given on or after the 4th birthday
Tetanus, Diphtheria and Pertussis (Tdap) • for children in 7th - 12th grade						
Polio (IPV, OPV) • final dose on or after age 4 years						4th dose not required if 3rd dose was given on or after the 4th birthday
Measles, Mumps, and Rubella (MMR) • minimum age: on or after 1st birthday						
Hepatitis B (hep B)						
Varicella (chickenpox) • minimum age: on or after 1st birthday • vaccine or disease history required						
Meningococcal (MCV, MPSV) • for children in 7th - 12th grade • booster given at age 16 years						
Recommended						
Human Papillomavirus (HPV)						
Hepatitis A (hep A)						
Influenza (annually for children 6 months and older)						

Additional exemptions:

- **Children 7 years of age and older:** A history of 3 doses of DTaP/DTP/DT/Td/Tdap and 3 doses of polio vaccine meets the minimum requirements of the law.
- **Students in grades 7-12:** A Tdap at age 11 years or later is required for students in grades 7-12. If a child received Tdap at age 7-10 years another dose is not needed at age 11-12 years. However, if it was only a Td, a Tdap dose at age 11-12 years is required.
- **Students 11-15 years of age:** A 3rd dose of hepatitis B vaccine is not required for students who provide documentation of the alternative 2-dose schedule.
- **Students 18 years of age or older:** Do not need polio vaccine.

Student Name _____

Instructions, please complete:

Box 1 to certify the child's immunization status

Box 2 to file an exemption (medical or conscientious)

Box 3 to provide consent to share immunization information (optional)

1. Certify Immunization Status. Complete A or B to indicate child's immunization status.

A. Received all required immunizations:

I certify that this student has received all immunizations required by law.

Signature of Parent / Guardian OR Physician / Public Clinic

_____ Date

B. Will complete required immunizations within the next 8 months:

I certify that this student has received at least one dose of vaccine for diphtheria, tetanus, and pertussis (if age-appropriate), polio, hepatitis B, varicella, measles, mumps, and rubella and will complete his/her diphtheria, tetanus, pertussis, hepatitis B, and/or polio vaccine series within the next 8 months.

The dates on which the remaining doses are to be given are:

Signature of Physician / Public Clinic

_____ Date

2. Exemptions to School Immunization Law. Complete A and/or B to indicate type of exemption.

A. Medical exemption:

No student is required to receive an immunization if they have a medical contraindication, history of disease, or laboratory evidence of immunity. For a student to receive a medical exemption, a physician, nurse practitioner, or physician assistant must sign this statement:

I certify the immunization(s) listed below are contraindicated for medical reasons, laboratory evidence of immunity, or that adequate immunity exists due to a history of disease that was laboratory confirmed (for varicella disease see * below). List exempted immunization(s):

Signature of physician/nurse practitioner/physician assistant
_____ Date

*History of varicella disease only. In the case of varicella disease, it was medically diagnosed or adequately described to me by the parent to indicate past varicella infection in _____ (year)

Signature of physician/nurse practitioner/physician assistant (If disease occurred before September 2010, a parent can sign.)

B. Conscientious exemption:

No student is required to have an immunization that is contrary to the conscientiously held beliefs of his/her parent or guardian. However, not following vaccine recommendations may endanger the health or life of the student or others they come in contact with. In a disease outbreak schools may exclude children who are not vaccinated in order to protect them and others. To receive an exemption to vaccination, a parent or legal guardian must complete and sign the following statement and have it notarized:

I certify by notarization that it is contrary to my conscientiously held beliefs for my child to receive the following vaccine(s):

Signature of parent or legal guardian

_____ Date

Subscribed and sworn to before me this:

_____ day of _____ 20_____

Signature of notary

3. Parental/Guardian Consent to Share Immunization Information (optional):

Your child's school is asking your permission to share your child's immunization documentation with MIIC, Minnesota's immunization information system, to help better protect students from disease and allow easier access for you to retrieve your child's immunization record. You are not required to sign this consent; it is voluntary. In addition, all the information you provide is legally classified as private data and can only be released to those legally authorized to receive it under Minnesota law.

I agree to allow school personnel to share my student's immunization documentation with Minnesota's immunization information system:

Signature of parent or legal guardian

_____ Date