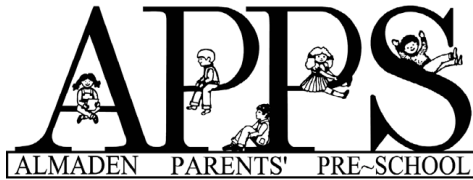


Form by Form Instructions for Registration Packet

1. **Child's Preadmission Health History – Parent's Report.** This form must be filled out and signed by a parent. It is required by the Department of Social Services. This form must be filled out yearly for all children.
2. **Child's Preadmission Health History - Physician's Report.** This form must be filled out for your child and signed by a physician. It includes immunization information and your child's current TB test or physician's waiver. You may attach a copy of the California Immunization Record for your child or fill out the Immunization History. This form must be filled out yearly for all children.
3. **Medical Consent and Excursion Release. *Both top and bottom sections*** of this form must be signed by a parent or legal guardian.
4. **Consent for Medical Emergency Treatment.** A parent or legal guardian must sign this form.
5. **Child's ID and Emergency Information.** This form must be filled out and signed by a parent or legal guardian. Please add cell numbers on the form to ensure that we have the best way to contact you, if needed. After filling out this form, please make a copy and return both forms. One form will be kept in your child's file and one will be placed with our emergency supplies so that you can be reached in the event of an emergency.
6. **Personal Rights.** A parent or legal guardian must sign this form. Please sign, detach and return the receipt portion of this form. Retain the upper portion with the contact information for your records.
7. **Health Screening for Classroom Volunteers.** This form must be filled out completely and signed by all classroom volunteers (parents, family members, aides). This form must be signed yearly and each person must sign their own form. Print additional forms as needed. (Example: If you are the parent that will primarily volunteer in the classroom, you must complete and sign this form. If you think your husband, for example, MAY work in the classroom instead of you occasionally, we must also have a form filled out and signed by him.)
8. **Tuberculosis Screening Report for Classroom Volunteers.** This form must be filled out by a physician for all families who are new to APPS. **NO VOLUNTEER WILL BE ALLOWED TO WORK IN THE CLASSROOM WITHOUT AN APPROVED TB SCREENING REPORT ON FILE.** The TB test must be a Mantoux TB test and *must have been taken within 6 months of starting school.* Once this form has been completed, it will be good for 4 years from the date of the Doctor's signature. **For families who are returning to APPS and who have a TB test that is still in effect, please write on the top of this form the date they turned in their original form and the name of their enrolled child at the time. The form still needs to be signed and dated.* (Important note: ALL volunteers MUST have a TB Test—as described above--on file in order to work in the classroom. That means, like in the example in #7 above, if you are the primary volunteer, we must have your TB test on file. If you think your husband may volunteer occasionally, we must also have his TB test on file in order for him to do so.)



9. **Child Abuse Prevention Pamphlet** - Fill out, detach and return the receipt portion of this form. Retain the Pamphlet for your records. Also included in the packet is the most current document provided by the Dept of Social Services: "PUB129-Child Abuse Prevention". This is for you to read and keep.
10. **Notification of Parents' Rights.** This form deals with the parents' rights. Our licensing agent, the Department of Social Services, requires that it be filled out. Please sign, detach and return the receipt portion of this form. Retain the upper portion with contact information for your records.
11. **Transportation Liability release form.** This form must be filled out completely and signed by all driving parents/guardians. It will be kept on file for one year and renewed annually.
12. **Parent Obligations and Agreement.** This document outlines the participation requirements for the upcoming school year. There is a lot of information in this agreement, so **please read it carefully**. The participating parent(s) must sign this form and the signature page must be completed and returned.
13. **Committee Choice Form.** Please review the committee and chairperson descriptions. Fill in your name and three committee choices and return only the form. This is your opportunity to indicate the type of committee activity that you would prefer to participate in. *Families who join after August 15 will be assigned to a committee by the President. *Many positions are filled by this time, so these members must fill positions where there is still a need.*
14. **Parents' Interest Sheet.** This is your way to let us know the skills or services that you are willing and able to offer the school. We depend on your time and talents to help our school operate and we are eager to hear what talents or cultures you would like to share with us.
15. **Scheduling Form.** This is your opportunity to select the day of the week you would prefer to work at school and indicate if you are interested in carpooling or swapping babysitting.
*Families who join after August 15: We will do our best to accommodate your request, but will need to fill-in days where additional volunteers are necessary.
16. **Child Information Sheet.** Complete this form in detail and bring it with you to your Ease-In Day. Your teacher will review this document with you then.

If you have multiple children enrolled at APPS, **we require all forms for each child** except for the Committee Choice Form and the Parents' Interest Sheet. Besides these two exceptions, the forms are placed into each individual child's folder at school. For example, if you have two children enrolled, one in 2-day and one in 4-day, you will need forms 1 through 6 for each child. You will also need two copies of your Volunteer Health Screening and TB test, two copies of the Child Abuse Prevention and Parents' Rights Forms and the Parent Obligations and Agreement, two copies of your Transportation Liability Release form, two separate Scheduler's Forms, and a Child Information Sheet for each child.