

Registration Packet Checklist for Benson Hill Cooperative Preschool

Please bring the following completed forms to our All School Orientation Meeting. If you have any questions please email us at <u>Registration@bensonhillcoop.org</u>, or call us at (253) 833-9111 ext. 4829.

- 1. Participation Agreement / Risk Management / Permission to Photograph (one sheet)
- 2. Field Trip form (for Three's and Pre-k classes only)
- 3. Medical Consent Form (2 copies for Three's and Pre-k classes, 1 copy for all others)
- 4. Child Release / Emergency contact form
- 5. Instructions for applying online to Green River Community College (new families only)
- 6. GRCC Insurance form (copy of driver's license and Insurance coverage)
- 7. Immunization form
- 8. Tuition for September and May, plus \$2 for an optional school bag.

Participation Agreement

We ensure the success of our program by participating in the following ways:

- Work in the classroom on a rotating basis approximately once a week as assigned by the Parent Coordinator. This varies depending on the class and enrollment levels.
- Hold and complete a Class, Board or "All School" job.
- Attend required monthly parent meetings and all school functions. Parent meetings for the Three's and Pre-K classes are in the evenings.
- Fulfill all tuition requirements. BHCP tuition is due by the 5th of every month.
- Pay GRCC tuition online quarterly.
- Bring snacks on rotating basis.
- Participate in fundraising events or meet fundraising obligation. The annual fundraising requirement is a minimum of \$100 per child or \$150 per family.
- Participate in two Classroom Cleaning Nights during the school year.
- Read and abide by all preschool regulations in the Parent Handbook.
- Should you choose to withdraw from BHCP, obtain a *Notice of Intent to Drop* form from your Class Treasurer, complete it, and return it to them with a minimum of two weeks' notice.

Please initial to indicate you have read and agree to meet the above requirements

Risk Management

I have watched the Risk Management Video (video will be shown at orientation or can be watched through a link on our website) which reviews health and safety procedures in the following areas:

- Parent/Child Arrival and Departure
- Adult Safety Responsibilities in the Classroom
- Indoor / outdoor Safety
- Disease Control and Hand washing
- Food Preparation and Clean-up
- First Aid and Medical Emergencies
- Fire and Earthquake Procedures
- Health and Safety Bulletin Boards
- Field Trips
- Child Abuse and Neglect Policies

I agree to abide by these policies, requirements and procedures when I attend class at Benson Hill Cooperative Preschool. Initial here: _____

Permission to Photograph

I give permission for my child to be photographed in scheduled preschool activities. Such photographs may be used by the Cooperative for publicity or educational purposes. At no time will the photos be used with identifying information beyond first name and age/class level in a public form.

I agree (initials)

I do not agree (initials)

Child's name	Class
--------------	-------

Field Trip Driver Information

This form must be completed by all drivers/owners of vehicles used to transport students to or from activities sponsored by the co-ops. (If you will not be driving on field trips, please sign at the bottom)

Transporting children involves special responsibilities. The following are safety considerations by which we must abide:

- 1. All parents who drive children other than their own must have a valid Washington State driver's license and liability insurance.
- 2. Drivers must not be using medication that could affect their driving nor be under the influence of any drug or alcohol.
- 3. Each child must have his or her own seat in the car. Each person in the car needs to use a proper seat restraint
- 4. At least one adult must be in the car who is responsible for the children only. Drivers will be responsible for driving only.
- 5. Children shall never be left in a vehicle without adult supervision.
- 6. Keep doors locked and windows up.

I am willing and able to drive. I have read and agree to abide by the safety recommendations outlined above. I have a valid Washington State driver's license and liability insurance (minimum required by the Financial Responsibility Law of the State of Washington: 15/30/10 Bodily injury and property Damage) which will enable me to drive on field trips.

As a volunteer driver I understand that the liability insurance on my vehicle is primary insurance and in the event of an accident, my insurance will respond to any injury or damage. To the extent that I am legally obligated to pay, I also agree to hold harmless the parent education cooperative, its board members, employees and staff from any and all claims, liabilities, damages or expenses(including defense costs) arising directly or indirectly from the maintenance, ownership or use of my vehicle.

Parent/driver's signatu	re	D	Date				
Name of Co-op							
Insurance Inform Name of Auto Insuran							
Policy Number		Term of coverage _					
Limit of Insurance	(Bodily injury)	\$ \$	per person per accident				
	(Property damage) Or:	\$ \$	per accident combined single limit				

I am unable to drive on field trips but support the safety recommendations outlined above. Signature_____ Date_____ Child's name_____ Class_____

Benson Hill Co-op Medical Consent form

In case of emergency, Benson Hill Cooperative Preschool, has my
consent to authorize medical care for my child
Physicians name:
Physicians telephone
Medical Insurance Carrier
Member's Name
Identification number
Benefit Code
Account Number
Contact me immediately at:
If unable to contact me, please call:
@
Allergies
Medication your child might be taking
Signed by
Signature:
Printed name:
Date:

Child's name	_Class
--------------	--------

Benson Hill Co-op Medical Consent form

In case of emergency, Benson Hill Cooperative Preschool, has my
consent to authorize medical care for my child
Physicians name:
Physicians telephone
Medical Insurance Carrier
Member's Name
Identification number
Benefit Code
Account Number
Contact me immediately at:
If unable to contact me, please call:
@
Allergies
Medication your child might be taking
Signed by
Signature:
Printed name:
Date:

Child's name	Class

Child Release Form for Regularly Authorized Adults

I ______ authorize the release of my child ______ to the following adult (s) during the regular school year. The authorized adult will be **required** to show **picture ID**.

Name	Relationship	Cell number during class time	Phone Number

Signature of Parent or Guardian_ Date

Note: Children who are to be taken home by someone other than their parent or an adult on the Authorized list must have written permission and picture ID prior to being released. The child will remain at school until the designated person arrives.

Emergency Contact Numbers

Please provide names and numbers of an emergency contact. Provide an out of state contact if possible. These numbers will be kept confidential and only used if we need to urgently contact you and cannot do so with the numbers provided on your registration form.

Name	Relationship	Cell number	Phone number

Instructions for Applying Online to Green River Community College

As a parent at Benson Hill cooperative Preschool, you are also a student at Green River Community College (GRCC). Your classroom is our preschool and your instructor is your parent educator. In order to register for this "class", you must complete a two part process. The first part-applying for admission as described below-you will do only once. If your child continues at BHCP in subsequent years or if you have other children that later join BHCP, you will NOT have to repeat this application process. The second part is registering for the class, which will be explained later by your parent educator, and is done every quarter.

Here are the instructions for applying for admission to GRCC: (Please have this done by the All-School Orientation.)

- 1. Go to <u>www.greenriver.edu</u>
- 2. click on Online Services
- 3. Pull down menu and choose Apply for Admission
- 4. Scroll down and click on Web Admissions Center
- 5. Begin with option1, then proceed to option 2 and 3

You will be given a student ID number. Please write this down and don't lose it! You will use this to register for the parent education class later.

Please note: **You, the parent are the student at GRCC, not your child**. If you have more than one child in this class, it is only necessary to have one parent register.

If you have any questions, or do not have access to a computer, please contact us at (253)833-9111 ext. 4829

GRCC Insurance Coverage through OPEP

Green River Community College (GRCC) obtains coverage for the co-op preschools from the Organization of Parent Education Programs (OPEP). OPEP is secondary coverage, and in providing this coverage, they ask all co-op families to provide copies of their driver's license and insurance. This secondary coverage protects you (and others in your vehicle) when you are driving to and from preschool and to other preschool events.

Please bring a copy of your driver's license and a copy of your current proof of car insurance coverage in a sealed envelope, with your child's name and class on the outside, to your Parent Only Meeting. Please give the envelope to your Class Chair or Teacher. We (BHCP) will keep this confidentially on file.

If you choose not to provide the above information, please bring a letter stating this and give it to your Class Chair or Teacher. Below is a sample wording for this letter. Please be sure it is signed and dated.

I am choosing not to be in compliance with the recommended risk management policies that are put in place by OPEP. By not providing the requested information, I am taking responsibility for transporting only my child to and from all preschool activities.

Signed

Date____



Certificate of Exemption

For School, Child Care and Preschool Immunization Requirements¹



DIRECTIONS: All exemptions must when Box 2 ('Demonstration of Rel	t have a licensed health ca igious Membership') is cor	are provider sign & da mpleted. All exemptior	te Box 1 ('Provider Stat ns must also have a pa	ement'). ² Exception: rent/guardian sign &	Box 1 is not required for religious exemptions date Box 3 ('Parent/Guardian Statement').			
Child's Last Name:	First Name:	Middle Initial:	· · · · ·	· · ·	Parent/Guardian Name (please print):			
Parent/Guardian, please ch	oose the exemption	n(s) that apply to	your child below.					
	-				emption (see Box 1)			
Permanent Medical Ex	emption		□ Religious Ex					
	Until		-	•	mption (see Box 2)			
Vaccine(s)	Date	(or Permanent)	I do not want my ch	-				
			Diphtheria Measles	Hepatitis B Mumps	 Hib Pertussis (whooping cough) 			
Print Name of Licensed Health	Care Provider (MD, DO, ND	, PA, ARNP)			□ Rubella			
X X Signature of Licensed Health Care Provider (MD, DO, ND, PA, ARNP) Provider Statement ² : "I,a qualified provider (MD, DO, ND, PA, ARNP) licensed under Titl RCW. I confirm that the parent or guardian signing in Box 3 (Parent/Guardian Statement) has received information on the be and risks of immunization to their child as a condition for exemption their child for medical, religious, personal, or philosophical reason			Tetanus	□ Varicella (chick	kenpox)			
Signature of Licensed Health	Care Provider Dat	e	□ Other (indicate):					
	Box 1			-	Box 2			
Provider Statement ² : "I, a qualified provider (MD, DO, NI RCW. I confirm that the parent of (Parent/Guardian Statement) has and risks of immunization to the their child for medical, religious, X Signature of Licensed Health C X	D, PA, ARNP) licensed or guardian signing in B as received information ir child as a condition fo personal, or philosophi	ox 3 on the benefits or exempting cal reasons." D, PA, ARNP)	member of a chur for medical treatment information reque Box 1 is required X Name of Church of X Signature of Pare	n Demonstratio rch or religious bod hent from a health sted below, no furt for this religious ex or Religious Body	n of Religious Membership: "I am a ly whose beliefs or teachings do not allow care practitioner. By supplying the her proof or signed provider statement in			
			Box 3					
Deners (/Oscardian Ofstan					able. I understand that if there is an			

outbreak of a vaccine-preventable disease my child has not been fully immunized against (as indicated above, for medical, personal/philosophical or religious reasons), my child may be at risk for disease and can be **excluded** from school, child care, or preschool until the outbreak is over."

<u></u>	X
Signature of Parent or Guardian	Date

If you have a disability and need this document in a different format, please call 1-800-525-0127 (TDD/TTY 1-800-833-6388).

¹ RCW 28A.210.080-090 states that before or on the first day of every child's attendance at any public and private school or licensed child care center in Washington State, the parent or guardian must present proof of either: (1) full immunization, (2) the initiation of and compliance with a schedule of immunization, as required by rules of the State Board of Health, or (3) a certificate of exemption, signed by a parent or guardian and a licensed health care provider.

² A letter may substitute for a signed 'Provider Statement' on this certificate. To be accepted, the letter must reference the child's name on this certificate, confirm that the child's parent or guardian got information on the risks and benefits of immunization to their child, and be signed by a licensed health care provider.

Westington State Deputy Healt	herd of	AND TATE	Certif	icate o	of Imn	nuni	zat	ion Sta DOH 344	1 tus (8-013 Janu		
Please prin	t. See ba	ack for instr	uctions on h	how to fill out	this form or ge	t it printe	d from	the Immunizatio	n Registry.		
Child's La	ast Nam	e:	Firs	t Name:	Mic	dle Init	ial:	Birthdate (mn	n/dd/yyyy):	Sex:	I certify that the information provided on this form is correct and verifiable.
Symbols be				nd Child Care ire/Preschool		Paren	t/Guar	dian Name (pl	ease print):	Parent/Guardian Signature Required Date
			Date			_		Date		1	If the child named on this CIS had chickenpox disease
Vaccine	Dose	Month	Day	Year	Vaccine	Dose	Mon		Year] ((and not the vaccine), disease history must be verified.
♦ Hepatit	tis B (He		Duy	rour	Polio (IPV, OP	V)				Mark option 1, 2, 3, OR 4 below – see, back #5.
• Hopath	1					1					1) 🖵 Chickenpox disease verified by printout
	2					2					from CHILD Profile Immunization Registry
	3					3					Must be marked by printout (not by hand) to be valid.
	_					4					2) Chickenpox disease verified by Health
or Hep B	- 2 dos	e alternate	schedule	for teens							Care Provider (HCP) If you choose this box, mark 2A OR 2B below.
•	1				Influenza	(flu, mo	ost rec	ent)			2A) Signed note from HCP attached OR
	2										2B) HCP signed here and print name below:
Rotavirus	(RV1, I	RV5)		•							Lissneed health and maniday (UCD) Cimpetums Date
	1				◆ Measle	es, Mum	nps, Ru	ubella (MMR)			Licensed health care provider (HCP) Signature Date (MD, DO, ND, PA, ARNP)
	2					1	Ī				HCP Printed Name:
	3					2					3) Chickenpox disease verified by school
Diphthe	eria, Teta	nus, Pertu	ssis (DTaP,	DTP, DT)							staff from CHILD Profile Immunization Registry
	1										If you choose this box, staff must initial that parent or
	2				◆ Varice	lla (chic	:kenpc	x) or verify dise	ase 1-4 🕨	\mathbf{V}	guardian approves:(initial)(date)
	3					1					4) 🖵 Chickenpox disease verified by parent*
	4					2					If you choose this box, fill in the date or child's age when he or she had the disease:
	5				Hepatitis	A (Hen	Δ)				Age/Date of disease:
Tetanu	s, Diph	theria, Pe	rtussis (Td	lap, Td)	Tiepatitis		<i></i>			- 1	*Can ONLY verify for some grades, see back #5 (4).
	1					2					If the child can show immunity by blood test (titer) and
	2				Meningo	_	MCV	MPSV)		1	hasn't had the vaccine, ask your HCP to fill in this box.
					Merinigo						Documentation of Disease Immunity
Haemo		nfluenzae	type b (H	ib)	Human P	anillom	avirue				I certify that the child named on this CIS has laboratory
	1					-	aviius				Signed lab report(s) MUST also be attached.
	2					1 2				_	Diphtheria Mumps Other:
	3									_	Hepatitis A Polio
	4				041	3	<u> </u>	- tion inf		ļ	□ Hepatitis B □ Rubella
Pneum	1		SV)					ation informatio t/guardian perm			Hib Tetanus Measles Varicella
	1 2							guardian point			
	2				Printed Sta	f Name	Date	Printed Staff Na	me Date		Licensed health care provider (HCP) Signature Date
	3 4										(MD, DO, ND, PA, ARNP)
	4				Printed Star	f Name	Date	Printed Staff Na	me Date		HCP Printed Name:

Instructions for completing the Certificate of Immunization Status (CIS): printing it from the Immunization Registry or filling it in by hand.

#1 To print with info filled in: First, ask if your health care provider's office puts vaccination history into the CHILD Profile Immunization Registry (Washington's statewide database). If they do, ask them to print the CIS from CHILD Profile and your child's information will fill in automatically. Be sure to review all the information, sign and date the CIS in the upper right hand box, and return it to school or child care. If your provider's office does not use CHILD Profile, ask for a copy of your child's vaccine record so you can fill it in by hand using steps #2-7 (below): **EXAMPLE**

Year

2011

2011

2011

Date

Day

12

20

01

Vaccine

DTaP

DTaP

DTaP

Dose

1

2

3

Month

Diphtheria, Tetanus, Pertussis (DTaP, DTP, DT)

01

03

06

#2 To fill in by hand: Print your child's name, birthdate, sex, and your own name in the top box.

- **#3** Write each vaccine your child received under the correct disease. Write the vaccine type under the "Vaccine" column and the date each dose was received in the "Month," "Day," and "Year" columns (as mm/dd/yyyy). For example, if DTaP was received Jan 12, March 20, June 1, '11, fill in as shown here
- #4 If your child receives a combination vaccine (one shot that protects against several diseases), use the Reference Guide below to record each vaccine correctly. For example, record Pediarix under Diphtheria, Tetanus, Pertussis as **DTaP**, Hepatitis B as **Hep B**, and Polio as **IPV**.

#5 If your child has had chickenpox (varicella) disease and not the vaccine, use only one of these four options to record this on the CIS:

- 1) If your child's CIS is printed directly from the CHILD Profile Immunization Registry (by your health care provider or school system), and disease verification is found, box 1 is automatically marked. To be valid, this box must be marked by the Immunization Registry printout (not by hand).
 - 2) If your health care provider (HCP) can verify that your child has had chickenpox, mark box 2. Then mark either 2A to attach a signed note from your HCP, or 2B if your HCP signs and dates in the space provided. Be sure your HCP's full name is also printed.
 - 3) If school staff access the CHILD Profile Immunization Registry and see verification that your child has had chickenpox, they will mark box 3. Then, they must initial and date that they got parent or guardian approval to mark this box (i.e. make this change) to the CIS.
 - 4) If your child started kindergarten in the 2008-2009 school year or later, you CANNOT use this box. If your child started kindergarten before the 08-09 school year, mark this box if you know he or she has had chickenpox. If you mark box 4, you must also write the approximate age or date your child had chickenpox. To find out which grades require chickenpox vaccine (or history), visit: http://www.doh.wa.gov/cfh/immunize/schools/vaccine.htm
- #6 Documentation of Disease Immunity: If your child can show immunity by blood test (titer) and has not had the vaccine, have your health care provider (HCP) fill in this box. Ask your HCP to mark the disease(s), sign, date, print his or her name in the space provided, and attach signed lab reports.

#7 Be sure to sign and date the CIS in the upper right hand box, and return to school or child care.

#8 If a school or child care makes a change to your CIS, staff will print their name in the middle bottom box and date to show that you gave approval.

	Vaccine Tra	de Names in a	al order	(For updat	ted lis	ts, visit http://wv	ww.co	lc.gov/vaccines	s/pubs/pinkbool	k/downloads/	/append	lices/B/us-va	ccines-508.pdf	
	Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine		Tra	Trade Name Vaccine			Trade	e Name	Vaccine
	ActHIB	Hib	Engerix-B	Hep B	Ipol	Ipol IPV		Pen	tavalente	DTaP + Hep B	TriHIBit		DTaP + Hib	
	Adacel	Tdap	Fluarix	Flu (TIV)	Infanrix	DTal	Р	Pne	umovax	PPSV or PPV2	3	Triped	lia	DTaP
	Afluria	Flu (TIV)	FluLaval	Flu (TIV)	Kinrix (Knrx)	DTal	P + IPV	Prev	vnar	PCV or PCV7	or PCV13	Twinri	ix (Twnrx)	Hep A + Hep
	Boostrix	Tdap	FluMist	Flu (LAIV)	Menactra	MCV	√ or MCV4	4 ProQuad (Pr		MMR + Varicella		Vaqta		Hep A
	Cervarix	HPV2	Fluvirin	Flu (TIV)	Menomune	MPS	SV or MPSV4	Qua	adracel (Qdrcl)	DTaP + IPV		Variva	ax	Varicella
	Comvax (Cmvx)	Hep B + Hib	Fluzone	Flu (TIV)	Pediarix (Pdrx)	DTal	P + Hep B + IPV	Rec	ombivax HB	Hep B				
ר	Daptacel	DTaP	Gardasil	HPV4	PedvaxHIB	xHIB Hib		Rot	arix	Rotavirus (RV))			
	Decavac	Td	Havrix	Hep A	Pentacel (Pntcl)	DTal	TaP + Hib + IPV RotaTeq		Rotavirus (RV5)					
	Vaccine Abbi	reviations in al	phabetica	l order	(For update	ed list	s, visit http://ww	w.cd	c.gov/vaccines	/pubs/pinkbook	/downloads/a	append	ices/B/us-vac	ccines-508.pdf
	Abbreviations	Full Vaccine Nar	ne Abb	reviations	Full Vaccine Name Abbreviations			Full Vaccine Name		Abbreviations Full		Full Vaccine N	Ill Vaccine Name	
ſ	DT	Diphtheria, Tetan		A (HAV) B (HBV)	Hepatitis A Hepatitis B MPSV or		MPSV or MPSV	MPSV or MPSV4 Meningococcal Polysaccharide V				V5) F	Rotavirus Tetanus, Diphtheria	
1	DTaP	Diphtheria, Tetan acellular Pertussis			Haemophilus influen type b				Measles, Mumps, Rubella / with Varicella		Td			
	DTP	Diphtheria, Tetan Pertussis	us, HPV		Human Papillomavir			man Papillomavirus OPV		PV Oral Poliovirus Vcc		s Vccine	Tdap	
	Flu (TIV or LAIV)	Influenza	IPV		Inactivated Polioviru Vaccine	15	PCV or PCV7 or PCV13	r	Pneumococcal Vaccine	Conjugate	TIG	1	Fetanus immur	e globulin
	HBIG	Hepatitis B Immu Globulin	ne MCV	v or MCV4	Meningococcal Conjugate Vaccine		PPSV or PPV23	Pneumococcal Polysaccharide		Polysaccharide	VAR or VZV		Varicella	

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY 1-800-833-6388).

FROM YOUR GRCC INSTRUCTOR

Dear Parents,

I would like to take this opportunity to welcome you and your family to the Benson Hill Cooperative Preschool (BHCP)! We feel that parent education is a key component to you and your child's experience at BHCP. We work as a team with the children's teachers and parents to ensure that you and your child have the best experience possible.

You have chosen a wonderful program for your family. Cooperative Preschools have been in the state of Washington for over 70 years. This preschool experience is unique because the children have a teacher and the parents have a teacher. You will have an opportunity to be in discussion with other parents covering topics such as bed time routines and skills which are necessary for your child to be successful in kindergarten. You bring the topics of interest and I'll do my best to answer your questions and research answers!

Parents enroll with Green River Community College (GRCC), earning college credit through involvement and participation at the preschool. If you are new to GRCC, complete the application at <u>www.greenriver.edu</u>. Look for the admissions tab. You will be applying for fall quarter 2012 entrance. GRCC charges a one-time admissions fee of \$20.00. Once admitted to GRCC you will be given a student identification number.

You receive two credits for a reduced tuition payment of \$32.00 per quarter, fall, winter, and spring. More information about GRCC class registration will come at the fall orientation. In the meantime please apply for admissions and receive your student identification number now.

Please bring your student identification number to the fall parent only meeting and a check made out to GRCC for \$52.00 if your are new to GRCC or \$32.00 if you are a returning GRCC student.

Applying for admission now will help fall orientation and GRCC registration go smoothly. If you have any questions about parent education and my role with the preschool, please do not hesitate to ask.

Once again, Welcome! I look forward to meeting you and your children, Bonnie Lee Cleverdon, 253-350-2972, bonnieleecleverdon@yahoo.com