Anne Arundel County Department of Recreation & Parks

Child Care Division

Pre-K, School Age Child Care (SACC) &
Middle School Teen Group (MSTG) Programs
2016-2017 SCHOOL YEAR

REQUIRED FORMS FOR ADMISSION

All Child Care Parents & Guardians are REQUIRED to provide their child's Forms for Admission (located at: http://www.aacounty.org/departments/recreation-parks/child-care/forms-and-publications/) **prior to their child attending the program**. Maryland child care regulations require us, as your child care provider, to maintain these required forms for your child while they are in attendance at our program. Please understand that your child(ren) will **NOT** be permitted to attend without this information on file at the child care center.

Please be advised that SACC/MSTG operates as a separate entity from the school. Therefore, it is the parent's responsibility – NOT the school's responsibility - to provide the below-listed forms:

Required Forms for NEW Participants (first time in any of our child care programs):

- Emergency Form
- Health Inventory (completed by the parent/guardian and physician)
- Immunization Certificate (NO LONGER required if you have a school-age child (K-8th grade) attending the SACC/MSTG program located within their school)
- Acknowledgment of SACC/Pre-K/MSTG Policies form (A copy of our Parent's Manual for the new school year can be found starting July 1, 2016 at http://www.aacounty.org/departments/recreation-parks/child-care/. You may review the Parent's Manual electronically prior to your child's first day of attendance. On your child's first day, the center staff will require the Acknowledgement of Policies form to be completed. Paper copies of the Parent's Manual are available upon request at your child's center or by contacting our Child Care Administrative Office.)
- Custody Orders *(as needed)*

Required Forms for RETURNING Participants:

- Emergency Form (the center staff will require this form to be renewed or updated at the close of the school year, at the start of the summer program and/or at the center on your child's first day of attendance)
- Updated Immunization Certificate (only necessary if your child attends the Pre-K program OR if your school-age child attends a different school than the location in which they go to SACC)
- Acknowledgment of SACC/MSTG Policies (A copy of our Parent's Manual can be found at http://www.aacounty.org/departments/recreation-parks/child-care/. You may review the Parent's Manual electronically prior to your child's first day of attendance. On your child's first day, the center staff will require the Acknowledgement of Policies form to be completed. Paper copies of the Parent's Manual are available upon request at your child's center or by contacting our Child Care Administrative Office.)
- Updated Custody Orders *(as needed)*

The following As Needed Medical Forms are also available for ALL Participants at our website. Medical Forms must be renewed on an annual basis (*as indicated by the expiration dates your health provider has noted on the forms)*:

- Acknowledgment of Allergies/Medical Conditions
  - REQUIRED if you/physician list an allergy/medical condition on your child's Emergency Form or Health Inventory but you are not providing us with any medication/treatment for the condition
- Allergy Action Plan
  - REQUIRED if your child is to receive an epi-pen or antihistamine during the Pre-K/SACC/MSTG program
- Asthma Action Plan
  - REQUIRED if your child is to receive an inhaler or nebulizer during the Pre-K/SACC/MSTG program
- Medication Authorization Form (MSDE OCC Form 1216)
  - REQUIRED if your child is taking a prescription OR non-prescription medication during the Pre-K/SACC/MSTG program
  - Please be aware that this form REQUIRES a physician's signature.
- Medication Authorization Addendum Form
  - REQUIRED if your child is taking any medications during the Pre-K/SACC/MSTG program
- Permission to Apply Over-the-Counter Creams & Ointments Form
  - REQUIRED if your child will be applying over the counter creams or ointments, such as sunscreen or lip moisturizers, during the Pre-K/SACC/MSTG program