

Shawnee State University Children's Learning Center Preadmission Interview

This checklist is provided as a tool for parents / guardians / administrators of the CLC to assure the preadmission needs of the child(ren) admitted to the CLC and the parents / guardians are addressed. Checking in the blank to the left of each item signifies that the item has been discussed.

1. Preadmission Interview with enrolling Child(ren), Parent(s)/Guardian(s), & Administrator

Individuals Present _____

Date of Interview _____

2. Contents of SSU Folder

- | | | |
|-----------------------------|---|-------------------------------|
| _____ CLC Parent Handbook | _____ Newsletter/Menu | _____ Parent Review Statement |
| _____ CLC Calendar | _____ Commemorative Gift Card | _____ Tuition Contract |
| _____ Sample Daily Schedule | _____ Brochure (to share with a friend) | _____ Artsonia Enrollment |
| _____ First Day Items | _____ Transition Checklist | _____ Volunteer Form |
| _____ Enrichment Forms | | |

3. Forms to be Completed by Parent

- _____ Preschool Application
- _____ Child's Medical Statement
- _____ Enrollment & Health Information/Emergency Transportation Form
- _____ Permission to Release Child/Permission to be Included in Class Roster
- _____ Video/Audio/Photo Waiver of Privacy
- _____ Permission Form
- _____ USDA Income Eligibility Application
- _____ CACFP Enrollment Form
- _____ Request for Administration of Medication

4. Parent to Provide Copies

- _____ Birth Certificate
- _____ Social Security Card
- _____ Proof of Guardianship (if applicable)
- _____ ODJFS Eligibility Documents (if applicable)
- _____ Class Schedule, if SSU student
- _____ Financial Aid Award Notification, if SSU student

Terms of Enrollment:

Summer I	_____
Summer II	_____
Fall	_____
Winter	_____
Intersession	_____
Winter	_____
Spring	_____

5. Written Information Provided in the CLC Parent/Guardian Handbook:

- _____ Address, Telephone Number, e-mail Address, Contacts for the CLC
- _____ Statement of purposes and goals of the CLC
- _____ Statement documenting that the CLC is licensed to operate legally; the number of children in each age category that the CLC is licensed to serve
- _____ Telephone number of DJFS for reporting a suspected violation by faculty/staff of the CLC
- _____ Maximum allowable number of children per child-care staff member and small group sizes maintained for each age group; 12:1 for 3 yr. olds, 14:1 for 4 yr. olds;
- _____ Meal and snack information (Administrative Code Rule 5101:2-12-49 &5101:212-50)
- _____ Transportation of child to field trip or emergency medical care
- _____ Statement regarding the confidentiality, safety, child abuse or neglect by CLC faculty/staff
- _____ Statement regarding hours of operation with unlimited access for parents/guardians and the requirement that visitors sign in at the front desk or in the office of the CLC.
- _____ Communicable disease/Administration of Medication
- _____ Discrimination policy with regards to enrollment of children
- _____ Shared parenting/Custodial arrangements
- _____ Schedules of fees, registration, rebates, overtime charges, and withdrawals - pay is 0 for attendance; the fees reserve your spot
- _____ Plan for parental participation (Administrative Code Rule 5101:2-12-55)
- _____ Curriculum: Ohio's Models, Connections, DAP

6. CLC Information Provided During Tour

(Parent(s)/Guardian(s) may request to visit all areas of the CLC at time of Preadmission Interview)

- _____ Location of the DJFS CLC License
- _____ Location of the *Child Day Care Licensing Rules* published by the Ohio DJFS
- _____ Location of the Visitor's Sign-in Sheet/Roster
- _____ Location of the CLC's licensing records (compliance report forms; evaluation forms from health, building, fire departments)
- _____ Location of Communicable Disease Charts
- _____ Web Cam (Site is: <http://clc.shawnee.edu>)

Signing this form indicates an acknowledgement that each of the items has been completed at the time of the Preadmission Interview or that completion of the items will take place at a designated date.

Signature of Administrator/Designee _____ **Date** _____

Signature of Parent(s)/Guardian(s) _____