For office use only	Start date:	End date:
Days of attendance		

3115 Dickens Avenue. Manhattan, Kansas 66503 Tel. (785) 539-7910
Website: oakgroveschoolonline.org Email address: director@oakgroveschoolonline.org
Hours of operation are Monday through Friday, 7:30a.m. to 6:00p.m.

Application for Enrollment

Child's name: _____ Nickname (if any):_____
Circle one: Girl Boy Pronouns: _____
Address: _____
Age of Child: _____Birth date: _____

Parent/ Guardian Name: _____ E-mail:_____
Telephone: Home: _____Work:_____ Cell: _____
Parent/ Guardian Name: _____ E-mail:_____
Telephone: Home: _____Work:_____ Cell: _____
Two Local Emergency/Alternate Contact People (NOT parent/guardian):
1. Name: _____Phone:_____
Address: _____
2. Name: _____Phone:_____
Address: _____

1. Application Fee: $75
2. Please indicate your choice of program (full-time or part-time) below and payment option (monthly or semi-monthly).
    a. Tuition will be billed in full once per month and will be due on the 1st and the 16th of each month if paid semi-weekly or paid in full on the 1st. If the 1st or 16th falls on a holiday, then the tuition will be due on the next working day. Auto-draft is available.

Full Week	
Tuition Billed Monthly: $770 _____ Semi-Monthly: $385 _____	
Monday/ Wednesday/ Friday	**Tuesday/ Thursday**
Tuition Billed Monthly: $565 _____ Semi-Monthly: $282.50 _____	Tuition Billed Monthly: $390 _____ Semi-Monthly: $195 _____

3. Optional: The IRS requests that Oak Grove School collect ethnicity and race data about its students. Below, please circle the ethnicity and race of your child.

Ethnicity	Race					
Non-Hispanic or Hispanic	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Unknown

4. For staffing purposes please indicate:
    a. Approximate drop-off time _____ and Pick-up time _____
    b. ANTICIPATED START DATE: _____

    Note: Enrollment is open throughout the year if there is an opening. The tuition will be prorated depending upon the enrollment date.
5. Please list three references that we could contact to learn more about your child's daycare/center experience and/or personality.

Name	Relationship to Child	Telephone Number	Email Address

Agreement between Oak Grove School and the Parents of OGS Students

I, the parent/legal guardian of _____ (child's name) agree to the following terms to help Oak Grove School keep its unique character as Manhattan's only parent-run school and childcare center.

1. I agree to read the Oak Grove School Parent Handbook as well as the frequently asked questions on the website (oakgroveschoolonline.org) (a hard copy will be provided upon request) and follow the school's policies.
2. I agree to consider signing up for specific volunteer duties to help the school operate effectively and to be actively involved in my child's education.
3. I agree to pay the enrollment fee at the time of submitting the enrollment form.
4. I agree to pay half a month's tuition to secure my child's spot at Oak Grove. This money will be applied towards your child's first month tuition.
5. I agree to give one-month advance notice prior to the termination of my child's enrollment in OGS.
6. I give permission to Oak Grove staff to call the Emergency/Alternate Contact People if they are not able to reach me.

Signed this _____ day of _____, 20_____,

By _____ and _____

Parent/ Legal Guardian Director of OGS

3115 Dickens Avenue. Manhattan, Kansas 66503 Tel. (785) 539-7910

Dear Parents,
The information on this survey will help us get to know your child better and help us work effectively with your child. Please feel free to use addition pages or the back of this form if needed. Thank you!

1. What is your child's normal sleep/wake schedule?

2. How does your child act or react when tired?

3. Does your child nap? If yes, does your child has any sleep routines or item to help fall asleep?

4. What is your child's normal eating schedule?

5. What % of the meal does your child normally eat?

6. Does your child have any food allergies or dietary restrictions?

7. Does your child have any strong food likes or dislikes?

8. How does your child act when she/he gets sad, upset, angry and hurt.

9.What sort of discipline do you use at home and how often do you use it?

10.What sort of things does your child like to do most?

11.Do you read to or with your child? If so, how often?

12.Does your child watch TV, play video games, or play on the computer? If yes, what kind and how many hours per day?

13.Does your child play outdoors? If yes, how many hours per day?

14.Are there other children that live with you or spend a lot of time in your house? If so, how old are they and what sort of relationship does your child have with them?

15.Does your child spend regular or significant amount of time in a place other than your home? If so, how much time and how often?

16.Please describe your child's personality.

17.Why did you choose Oak Grove School for your child & how did you hear about us?

18.What is the most important thing we can do for your child?

19.What are some ways you would like to be involved in our school?

20. Have you ever been asked to leave a preschool or childcare center before? If yes, please explain.

21. Please list the name and phone number of the last center/school attended.

22. Does your child receive speech or OT services? If yes, please explain.

23. Do you have any concerns about your child's behavior or social skills If yes, please explain.

3115 Dickens Avenue. Manhattan, Kansas 66503 Tel. (785) 539-7910

Photo Permission

I,_____ Parent/Guardian of_____, give consent to Oak Grove School to have my child's photograph and/or video to be taken at school and included in any newspaper/magazine articles, the Oak Grove School website, school archives, and to be posted on the Oak Grove School Facebook page. Photos and videos will not be tagged and will not contain any personal identifiers.

Signature _____ Date _____

Sunscreen Permission

I, _____Parent/ Guardian of _____, give the teachers and/ or representatives of Oak Grove School permission to apply sunscreen to my child during school hours when necessary.

Signature _____ Date _____

Bug Spray Permission

I, _____Parent/ Guardian of _____, give the teachers and/ or representatives of Oak Grove School permission to apply bug spray to my child during school hours when necessary.

Signature _____ Date _____

3115 Dickens Avenue. Manhattan, Kansas 66503 Tel. (785) 539-7910

Authorized Pick Up

I, _____Parent/ Guardian of _____, give consent to Oak Grove School to allow the following people to pick up my child.

Signature _____ Date _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

CCL. 029
Rev. 5/2020

Kansas Department of Health and Environment
Bureau of Family Health Facilities
Child Care Licensing Program
1000 SW Jackson, Suite 200
Topeka, KS 66612-1274
Phone (785) 296-1270 Fax (785) 559-4244
Website: www.kdheks.gov/kidsnet

Kansas Department of Health and Environment

MEDICAL RECORD FOR ALL CHILDREN IN CHILD CARE FACILITIES, INCLUDING PROVIDER'S OWN CHILDREN

Parents are to complete the Medical Record and the History of Immunizations for each child in licensed child care facilities. The Medical Record, History of Immunizations, and Child Health Assessment are transferable when the child moves to another licensed child care facility.

Child's First Day in Child Care_____ Name of Child Care Facility_____

Child's Name_____ Date of Birth_____ Gender_____
First Last MM/DD/YYYY M/F

Parent/Guardian Information

Name_____

Home Address_____
Street City Zip Code

Home Phone Number_____

Employer_____

Work Phone Number_____

Cell Phone Number_____

E-mail Address _____

Best way to contact_____

Parent/Guardian Information

Name_____

Home Address_____
Street City Zip Code

Home Phone Number_____

Employer_____

Work Phone Number_____

Cell Phone Number_____

E-mail Address_____

Best way to contact_____

Persons authorized to pick up the child or to notify in case of emergency (other than the parents):

Name _____ Name _____
Address _____ Address _____
Phone Number _____ Phone Number _____

Child's Physician_____ Phone Number_____

Child's Dentist_____ Phone Number_____

Hospital Preference (for emergencies)_____

Has your physician approved the use of any non-prescription medications for your child such as acetaminophen, cough syrup, or ointments that can be given by the child care provider? ___No ___Yes, as follows: _____

_____

_____

Any known allergies or medical conditions of child:

_____

_____

Any major changes at home that might affect your child in care:

_____

_____

Please provide additional information or special instructions that will help the person caring for your child:

_____

_____

Parent/Guardian Signature:_____ **Date:**_____

History of Immunizations

Required for all children in child care facilities, including the provider's own children. A Kansas Certificate of Immunizations (KCI) may be substituted for this form and attached to the completed Medical Record.

Child's Name:_____ **Date of Birth:** _____
First Last MM/DD/YYYY

Section I. For a recommended schedule of immunizations, refer to the current schedule published by the Advisory Committee on Immunization Practices (ACIP).

Vaccine	Record the Month. Day and Year that each Dose of Vaccine was Received					
	1st	2nd	3rd	4th	5th	6th
Diphtheria, Tetanus, Pertussis (DTaP)						
Poliomyelitis (IPV/OPV)						
Measles, Mumps, Rubella (MMR)						
Hepatitis B (HepB)						
Varicella (VAR)			Hx of Disease: Physician Signature		Date of Illness:	
Hemophilus Influenzae Type B (Hib)						
Pneumococcal Conjugate (PCV)						
Hepatitis A (HepA)						
Rotavirus **Recommended <8 mo of age; not required						
Influenza(Flu) ** Recommended annually >6 mo of age; not required						

Section II.
Complete this section only if your child is exempted from the law requiring immunizations [K.S.A. 65-508(g)].

The following two options are the **ONLY** exemptions allowed by law. **Please check either (A) or (B) below and complete as required:**

☐ **(A) Certification from licensed physician stating that immunization would endanger child's life:**
Exempt from following immunizations:

_____DTaP/DT _____Tdap/TD ____Pertussis Only ____Polio ____MMR ____HepA _____HepB ____Hib
_____PCV ____Varicella ____Other

Physician's Signature (required): _____ **Date:**_____

☐ **(B) My child is exempt under the law from immunizations. As the Parent or Legal Guardian, I state that I am an adherent of a religious denomination whose teachings are opposed to immunizations.**

Section III.

Parent/Guardian Signature:_____ **Date:**_____

CCL. 029a
Rev. 05/2020

Child Health Assessment

The Child Health Assessment form is to be completed and signed by a nurse approved by KDHE to perform Child Health Assessments or a Licensed Physician. If a Physician Assistant (PA) completes the Child Health Assessment, the signature of the Licensed Physician authorizing the PA is to be included at the bottom of this form.

A Child Health Assessment, recorded on a KDHE Form or other acceptable Forms mentioned below, is required for all children including children of the provider or staff in Licensed Day Care Homes, Group Day Care Homes, Child Care Centers and Preschools. A Kan-Be-Healthy Assessment Form is a KDHE Form and is acceptable, a Physician Health Assessment Form is acceptable, and a School Health Assessment Form is acceptable for school-age children or youth. The Health Assessment Form used should be attached to the KDHE Medical Record Form (CCL. 029).

Child's Name_____ **Date of Birth**_____
First Last

Health history and medical information pertinent to routine child care and emergencies (describe, if any): ☐ None	Do you see this child for regular health supervision: ☐ Yes ☐ No
Allergies to food or medicine (describe, if any): ☐ None	
List current medications (if any): ☐ None	

Length/Height: _____IN/CM %ILE_____		**Weight: _____LB/KG %ILE_____**
Physical Examination	✓ **If Normal**	**If Abnormal - Comments**
Head/Ears/Eyes/Nose/Throat		
Teeth		
Cardio/Respiratory		
Abdomen/GI		
Genitalia/Breasts		
Extremities/Joints/Back/Chest		
Skin/Lymph Nodes		
Neurologic & Developmental		
Screening Tests	**Screening Date**	**Note Here if Results are Pending or Abnormal**
Lead		
Anemia (HGB/HCT)		
Urinalysis (UA)		
Hearing		
Vision		

Health Problems or Special Needs, Recommended Treatment/Medications/Special Care (Attach additional sheets if necessary) ☐ None	
Signature of Licensed Physician or Nurse approved for Child Health Assessments	Date
Print the Name of the Individual Signing Above	Phone Number
Address City	Zip Code

CCL 010
Rev. 5/2020

Kansas Department of Health and Environment
Bureau of Family Health
1000 SW Jackson, Suite 200
Topeka, KS 66612-1274
Child Care Program: (785) 296 -1270 Fax: (785) 559-4244
Website: www.kdheks.gov/kidsnet

Kansas Department of Health and Environment

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

Written permission for emergency medical treatment must be on file at the facility. Consult with the local emergency medical facility to be sure this form is acceptable. Reference K.A.R. 28-4-127(b)(1)(A). School Age Programs reference K.A.R. 28-4-582(e)(2).

Name of facility exactly as stated on the license.	**License #**

I authorize ____ (*caregiver/staff*) who is (are) representative(s) of the above-named facility to give consent for any and all necessary emergency medical care for my child or youth__________________________ (*child's first and last name)* while child or youth is in the facility's custody between ____________________ and ______________________.
MM/DD/YYYY MM/DD/YYYY

Is child covered by health insurance? ☐ Yes ☐ No

If yes, complete the following:

Health Insurance Policy Name ______________________________ Policy Number ____________________

Medical Assistance Program ________________________________ Card Number____________________

Military Medical Care I.D. Number ____

If known, date of last Tetanus inoculation: ______________________
MM/DD/YYYY

List any known allergies or other information about the medical conditions of this child or youth pertinent in case of emergency:

____

____

____

Signature of Parent or Guardian	**Date Signed**

Witness to Parent's or Guardian's signature if required by the local hospital or clinic.	**Date Signed**

Notarization of Parent's or Guardian's signature if required by local hospital or clinic.

State of Kansas
County of ____________________

Signed or attested before me on ________________ by____________________________________.
MM/DD/YYYY Name of Person

(Seal, if any.)

____
Signature of notarial officer

____
Title (and Rank)

My appointment expires: ____________________

- -

The Medical Record/Assessment Form (Or Health Status History form for School Age Programs) and the authorization for Emergency Medical Care must be taken to the emergency room. Both forms must also be in a vehicle when the child or youth is transported by the facility.

Child and Adult Care Food Program
ENROLLMENT/INCOME-ELIGIBILITY APPLICATION

PART 1 – CHILDREN'S INFORMATION—Required for all children in care.

Child's Name	Birthdate	Age	Select Normal Days/ Print Normal Hours of Care	Select Meals and Snacks Normally Received
			☐ Sun ☐ Mon ☐ Tu ☐ Wed ☐ Th ☐ Fri ☐ Sat Normal Hours ________ to ________	☐ Breakfast ☐ A.M. Snack ☐ Lunch ☐ P.M. Snack ☐ Supper ☐ Eve. Snack
			☐ Sun ☐ Mon ☐ Tu ☐ Wed ☐ Th ☐ Fri ☐ Sat Normal Hours ________ to ________	☐ Breakfast ☐ A.M. Snack ☐ Lunch ☐ P.M. Snack ☐ Supper ☐ Eve. Snack
			☐ Sun ☐ Mon ☐ Tu ☐ Wed ☐ Th ☐ Fri ☐ Sat Normal Hours ________ to ________	☐ Breakfast ☐ A.M. Snack ☐ Lunch ☐ P.M. Snack ☐ Supper ☐ Eve. Snack
			☐ Sun ☐ Mon ☐ Tu ☐ Wed ☐ Th ☐ Fri ☐ Sat Normal Hours ________ to ________	☐ Breakfast ☐ A.M. Snack ☐ Lunch ☐ P.M. Snack ☐ Supper ☐ Eve. Snack

INCOME ELIGIBILITY

Please check the boxes that apply to help determine the other parts of this form to complete:

☐ A family member in our household receives benefits from Basic Food, TANF, or FDPIR. (Please complete Part 2 and 5.)

☐ One or more of the children in Part 1 is a foster child. (Please complete Part 3 and 5.)

☐ My child(ren) may qualify for Free/Reduced-Price meals based on household income. (Please complete Part 4 and 5.)

☐ My child(ren) will not qualify for Free/Reduced-Price meals. (Please complete Part 5 only.)

PART 2 – HOUSEHOLD MEMBER RECEIVING BASIC FOOD/TANF/FDPIR— **Any household member receiving benefits can establish eligibility for all children in the household.**	**Case Number or Identification Number**

PART 3 – FOSTER CHILDREN—List the names of any children listed in Part 1 who are foster children.

PART 4 – TOTAL HOUSEHOLD GROSS INCOME FROM LAST MONTH—Not required if you have reported a case number in Part 2.

Tell us how much and how often. If no income, write "0". Use net income if self-employed.

List names (First and Last) of everyone in your household, including foster children	Earnings from Work Before Deductions	Weekly	Every 2 Weeks	2X Month	Monthly	Welfare, Alimony, Child Support	Weekly	Every 2 Weeks	2X Month	Monthly	Retirement, Pensions, Social Security, Other	Weekly	Every 2 Weeks	2X Month	Monthly
1.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
2.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
3.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
4.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
5.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
6.	$	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐

PART 5 – SIGNATURE AND CERTIFICATION—REQUIRED

The adult household member who fills out the application must sign below. If Part 4 is completed, the adult signing the form must also list the last four digits of his/her Social Security Number (SSN) or check the box if no SSN. *See Privacy Act Statement on the back of this page.*

If you have listed a case number in Part 2 or are applying on behalf of a foster child, or have checked the box that your child(ren) will not qualify for Free/Reduced-Price meals, the last four digits of the SSN is not needed.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that CACFP officials may verify (check) the information. I am aware that if I purposely give false information, the participant/center may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Signature of Adult	**Today's Date**	**Print Name of Adult Signing**
X____	________________	**Social Security Number (SSN) (last four digits)** XXX-XX- ☐ Check if no SSN
Address	**City/State/Zip Code**	**Daytime Phone**

PART 6 – CHILDREN'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for receiving meals during care.

Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Multi-Racial
☐ Native Hawaiian or Pacific Islander ☐ White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, the funds your child care center/provider receives may be impacted. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Basic Food, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine the meal reimbursement for your child care center/provider. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

MAIL*: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington, D.C. 20250-9410

FAX: 202-690-7442
EMAIL: program.intake@usda.gov

***Only use this address if you are filing a complaint of discrimination.**

This institution is an equal opportunity provider.

DO NOT FILL OUT - CENTER USE ONLY

☐ Child(ren) are categorically free based on Basic Food/TANF/FDPIR.

☐ Foster child(ren) have been identified on this form and qualify for the free category.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

☐ Child(ren) on this form who are not categorically eligible qualify as follows:
Check one: ☐ Free
☐ Reduced-Price
☐ Above-Scale

Total Income: $_____
☐ Annual ☐ Monthly ☐ Twice Per Month
☐ Every Two Weeks ☐ Weekly

X_____ _____
Signature of Institution's Representative **Today's Date**

NOT VALID WITHOUT SIGNATURE AND DATE.

EIEA Effective Date: If the institution is using the parent/guardian signature date as the effective date, the form must have been signed by the institution representative within the same month the parent signed the form or the immediately following month. If the institution representative does not evaluate and sign the EIEA within these guidelines, the institution representative's signature date must be used as the effective date.

CCL. 035
Rev. 3/2020

Kansas Department of Health and Environment
Bureau of Family Health
Child Care Licensing Program
1000 SW Jackson, Suite 200
Topeka, KS 66612-1274
Phone: (785) 296-1270 Fax: (785) 559-4244
Website: www.kdheks.gov/kidsnet

PARENTAL PERMISSION FORM FOR OFF-PREMISES TRIPS GROUP OF CHILDREN TO ONE LOCATION

Name of Facility (exactly as stated on the license)			**License #**
Oak Grove School			0000441-013
Street Address of Facility	**City**	**Zip Code**	**County**
3115 Dickens Avenue.	Manhattan	66503	Riley

Children or Youth listed below may go on an off-premise trip to: Cico Park

Located at: _____ Manhattan Riley
Street City County

on _____.
(MM/DD/YYYY)

Time of Departure: _____ Estimated Time of Return: _____

Children or Youth will be traveling by: _____ Vehicle X Walking

Children or Youth will be supervised at all times by the following staff:

Staff Name Oak Grove Staff _____ Staff Name _____
First Last First Last

Staff Name _____ Staff Name _____
First Last First Last

FIRST AND LAST NAME OF CHILD OR YOUTH	PARENT/GUARDIAN SIGNATURE GRANTING PERMISSION (Include First and Last Name)