



## 2024-2025 Paperwork Checklist

Please return all items by Friday, July 26, 2024 to keep your child's registration in good standing.

- Copy of Birth Certificate or Passport
- Emergency Consent and Release (*Must have at least 2 emergency contacts outside of the home*)
- Photo Release
- Developmental History
- Medical Form – must be updated as follows:
  - Every 6 months – 2 years and younger
  - Every year – 2 – 6 years old
  - Every 2 years – 6 years and older*(This must be submitted on the DHS Certificate of Child Health Examination Form included in your packet)*
- COVID-19 Waiver
- Late Pick-Up Policy
- Acknowledgement of On-Site Services
- Annual CACFP Enrollment Form
- Household Eligibility Form (*Optional if not applying for Scholarship*)
- DCFS Summary of Licensing Standards (*Please detach and return only the last page*)
- Automatic Bank Draft Form (*Fill out only if you want to sign up for a monthly automated draft for tuition*)
- Childcare Network of Evanston (CNE) LT Program Acknowledgment
- Allergy Action Plan from Physician (*If your child has an allergy that requires medicine*)
- Medical Authority Modified Meal Request (*For substitutions due to medical reasons*)
- Family Referral Form

Illinois State licensing standards require that each child's file must be complete before the child may attend the Children's Center. Thank you for your cooperation.

We'll have all the forms available and the files ready to be re-signed. Just a reminder, all of our paperwork is also available online at the McGaw YMCA Children's Center website at

<https://www.mcqawymca.org/cc/support/>

**For your convenience, we are offering the following paperwork check-in times:**

**Thursday, July 11th from 3:00 pm – 5:30 pm**

**Wednesday, July 17th from 3:00 pm – 5:30 pm**

**Tuesday, July 23rd from 3:00 pm – 5:30 pm**





**EMERGENCY CONTACTS, CONSENT, & RELEASE**

Please list names, addresses, relationship and phone numbers of any persons you would like to have on your permanent list, who have your consent for the Center to release your child from our care into their custody. (Your required contacts may be called in emergencies if the Center is not able to contact the legal guardians/ caregivers residing in the household at the numbers given previously.)

Please list the name and relationship of other adults ages 16 and older living in your household (grandparent, nanny, etc.):

Name	Relationship	Phone #
_____	_____	_____
_____	_____	_____

**You must completely fill out at least TWO Emergency Contacts and Authorized Pick Ups who do not live in your household. Anyone listed must have complete contact information.**

**Required Contacts**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

**Additional Contacts**

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

4. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

I authorize the McGaw YMCA Child Care Center to release my child to the person(s) listed above to act on my behalf in an emergency in the event that I cannot be reached. These persons will show staff proper identification with matching addresses before my child will be released. It is my responsibility to keep all information current.

\_\_\_\_\_  
Parent/Legal Guardian Signature #1

\_\_\_\_\_  
Date



**MEDICAL CONSENT**

I, the parent/legal guardian of \_\_\_\_\_ give consent to have my child receive first aid by Center staff. I understand that the center staff receives training in the basics of first aid and CPR. I authorize the McGaw YMCA Child Care Center to secure emergency medical treatment for my child. I give consent for those listed as pick-up and emergency contacts to act on my behalf until I am available. I accept responsibility for any and all expenses incurred in securing emergency medical treatment for my child.

I authorize the McGaw YMCA Child Care Center, and its staff and agents, to administer medication (over the counter and prescribed) to my child as specified in the physician’s written instructions or instructions on packaging. The McGaw YMCA Child Care Center has my permission to apply any topical ointment, such as diaper ointment, sunscreen, lip balm, lotion, insect repellent, etc.

Parent/Legal Guardian  
Signature #2 \_\_\_\_\_ Date \_\_\_\_\_

**CONSENT FORMS: Initial & sign in the spaces below to indicate your acknowledgement and acceptance of the outlined terms and conditions.**

\_\_\_\_ I authorize the McGaw YMCA Children’s Center, its staff, and agents, to take my child on walking trips, excursions, and field trips. I also give permission for my child to be transported in a school bus contracted by McGaw YMCA, or as a passenger in any vehicle owned or leased by the McGaw YMCA. I am responsible for communicating with the McGaw YMCA Children’s Center before the designated time if my child will not attend that day.

\_\_\_\_ I give permission for my child to participate in physical activities such as gym and swimming. I understand that physical activities are a regular part of the program my child attends.

\_\_\_\_ I have read the Parent Handbook and agree to abide by the policies and regulations therein including the Guidance and Discipline policies. The Parent Handbook is located online and upon request to staff.

\_\_\_\_ I authorize the McGaw YMCA Children’s Center to send electronic information through the email and cell phone provided.

\_\_\_\_ I would like to be added to the McGaw YMCA Children’s Center school directory. This directory can aid families and our PAG who wish to communicate about events happening within their class or center-wide.

Parent/Legal Guardian  
Signature #3 \_\_\_\_\_ Date \_\_\_\_\_

Each year your child attends our programs; the information on this form must be reviewed for accuracy.

**Signature lines provided below are designated for annual reviews of this form.**

I have reviewed the information on this form and verify all information is still accurate:

_____	_____
Updated Signature	Updated Date
_____	_____
Updated Signature	Updated Date
_____	_____
Updated Signature	Updated Date



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## PHOTO AND VIDEO/AUDIO RECORDING RELEASE

I am 18 years of age or older and, if not, my Mother/Father/Legal Guardian has also signed below.

For my participation in activities to be conducted by the National Council of Young Men's Christian Associations of the United States of America (YMCA of the USA) , I hereby give my permission and consent, now and for all time, to YMCA of the USA and collaborating third parties to make, reproduce, edit, broadcast or rebroadcast any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities, for publication, display, sale or exhibition thereof in promotions, advertising, education and legitimate business uses without any compensation to, and/or claim, by me. I may, or may not be, identified in such reproductions; however, I shall not be stated by name to have endorsed any particular commercial products or commercial services.

I further agree to the following:

- Any video film, footage, sound track recordings, and photo reproductions of me and/or my narrative account of my experience during said activities, I authorize, according to this Release, shall belong to YMCA of the USA and collaborating third parties. Therefore, they will have full right of disposition of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities;
- Any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities will not be subject to any obligation of confidentiality and may be shared with and used by YMCA of the USA and collaborating third parties;
- YMCA of the USA and collaborating third parties collaborating shall not be liable for any use or disclosure to a third party of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience; and
- YMCA of the USA and collaborating third parties shall exclusively own all known or later existing rights to worldwide and shall be entitled to the unrestricted use any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience for any purpose without compensation to me.

I agree that my consent and this release are irrevocable. I hereby release and discharge YMCA of the USA and collaborating third parties from any and all claims in connection with the uses and reproductions, any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience as described herein.

I am the Mother/Father/Legal Guardian of ( \_\_\_\_\_ ).

For the consideration contained herein, I hereby CONSENT to the foregoing on behalf of my minor child.

For the consideration contained herein, I hereby DO NOT consent to the foregoing on behalf of my minor

child. \*\*

Signature of Mother/Father/Legal Guardian: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*\* Please be advised that teachers will continue to be required to take photos for the purposes of classroom communication and child development assessments. This release is for marketing purposes only.



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MCGAW YMCA CHILDREN'S CENTER  
Developmental History Form  
Preschool

Child's Name: \_\_\_\_\_

Child's Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**FAMILY BACKGROUND**

Marital status of parents:

- Married    Domestic Partners    Divorced    Separated    Single Parent  
 Other \_\_\_\_\_

What home or family factors will might help us to understand your child better? Consider changes such as recent move, births, illnesses, divorce, separation, or any unusual circumstances.

What is your family's preferred written and/or verbal language for communication?

If you are in need of a translator please inform the McGaw YMCA Children's Center Registration Department. Do you feel that you will need a translator provided for communications?

- Yes    No

Are there any ways that you would like to participate in your child's classroom (i.e. sharing a book or story, playing an instrument, volunteering, sharing family traditions)?

**CULTURAL DEVELOPMENT**

What is your family's ethnicity?

Are there any words that we should use to communicate well with your child?

Are there any child-rearing cultural beliefs that we should try to incorporate into our classrooms?



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What does your family celebrate? (Holidays, birthdays, etc.)

Are there any celebrations you would not like your child to participate in?

**HOME ROUTINES:**

What time does the child wake up and go to sleep?

Does your child nap? If so, for how long and how often throughout the week.

Does your child generally wake up naturally or need to be woken up?

Does your child sleep through the night?  YES  NO

\*If not how many times does your child get up during the night and what routines do you use?

How often does your child use a pacifier?

Never  Only at sleep/nap  When fussy  Never without it

**CHILD'S PERSONALITY**

Please briefly describe your child's temperament, personality, social relationships, needs, abilities, etc.

What are your child's favorite activities?



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Please describe any situations in which your child tends to become tense, angry, scared, etc. How does your child show these emotions?

What is the best way to help calm him/her/them?

Does your child receive care from other individuals outside of your family? If so, how does your child respond to this care?

Has your child previously been in a group childcare setting? When? Where?

How does your child typically adjust to group situations?

What do you hope your child will gain from his/her/their experience with us?

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Kindergarten Readiness | <input type="checkbox"/> Enriched experiences   | <input type="checkbox"/> Learn social skill |
| <input type="checkbox"/> Increased self-esteem  | <input type="checkbox"/> Learn the core values of the YMCA:<br>Caring, honesty, respect, responsibility | <input type="checkbox"/> Other: _____       |

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**Signature lines provided below are designated for annual reviews of this form.**

I have reviewed the information on this form and verify all information is accurate:

\_\_\_\_\_  
Parent/Legal Guardian Signature updated

\_\_\_\_\_  
Updated Date

\_\_\_\_\_  
Parent/Legal Guardian Signature updated

\_\_\_\_\_  
Updated Date





**State of Illinois**  
**Certificate of Child Health Examination**

FOR USE IN DCFS LICENSED CHILD CARE FACILITIES  
CFS 600  
Rev 12/2011



<b>Student's Name</b>				<b>Birth Date</b>	<b>Sex</b>	<b>Race/Ethnicity</b>	<b>School /Grade Level/ID#</b>
Last	First	Middle		Month/Day/Year			
<b>Address</b>				<b>Parent/Guardian</b>	<b>Telephone #</b>	<b>Home</b>	<b>Work</b>
Street	City	Zip Code					

**IMMUNIZATIONS:** To be completed by health care provider. Note the mo/da/yr for every dose administered. The day and month is required if you cannot determine if the vaccine was given *after* the minimum interval or age. **If a specific vaccine is medically contraindicated, a separate written statement must be attached explaining the medical reason for the contraindication.**

Vaccine / Dose	1			2			3			4			5			6		
	MO	DA	YR	MO	DA	YR	MO	DA	YR	MO	DA	YR	MO	DA	YR	MO	DA	YR
<b>DTP or DTaP</b>																		
<b>Tdap; Td or Pediatric DT</b> (Check specific type)	<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT		
<b>Polio</b> (Check specific type)	<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV		
<b>Hib</b> Haemophilus influenza type b																		
<b>Hepatitis B (HB)</b>																		
<b>Varicella</b> (Chickenpox)										<b>COMMENTS:</b>								
<b>MMR Combined</b> Measles Mumps. Rubella																		
<b>Single Antigen Vaccines</b>	<b>Measles</b>			<b>Rubella</b>			<b>Mumps</b>											
<b>Pneumococcal Conjugate</b>																		
<b>Other/Specify</b> Meningococcal, Hepatitis A, HPV, Influenza																		

**Health care provider (MD, DO, APN, PA, school health professional, health official) verifying above immunization history must sign below.** If adding dates to the above immunization history section, put your initials by date(s) and sign here.)

<b>Signature</b>	<b>Title</b>	<b>Date</b>
<b>Signature</b>	<b>Title</b>	<b>Date</b>

**ALTERNATIVE PROOF OF IMMUNITY**

1. Clinical diagnosis is acceptable if verified by physician. \*(All measles cases diagnosed on or after July 1, 2002, must be confirmed by laboratory evidence.)

\*MEASLES (Rubeola) MO DA YR MUMPS MO DA YR VARICELLA MO DA YR Physician's Signature

2. History of varicella (chickenpox) disease is acceptable if verified by health care provider, school health professional or health official.  
Person signing below is verifying that the parent/guardian's description of varicella disease history is indicative of past infection and is accepting such history as documentation of disease.

<b>Date of Disease</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
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3. Laboratory confirmation (check one) Measles Mumps Rubella Hepatitis B Varicella  
Lab Results Date MO DA YR (Attach copy of lab result)

VISION AND HEARING SCREENING BY IDPH CERTIFIED SCREENING TECHNICIAN															
<b>Date</b>														<b>Code:</b> P = Pass F = Fail U = Unable to test R = Referred G/C = Glasses/Contacts	
<b>Age/Grade</b>															
	R	L	R	L	R	L	R	L	R	L	R	L	R		L
<b>Vision</b>															
<b>Hearing</b>															

<b>Student's Name</b> Last First Middle			<b>Birth Date</b> Month/Day/ Year	<b>Sex</b>	<b>School</b>	<b>Grade Level/ ID #</b>
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**HEALTH HISTORY TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN AND VERIFIED BY HEALTH CARE PROVIDER**

<b>ALLERGIES</b> (Food, drug, insect, other)			<b>MEDICATION</b> (List all prescribed or taken on a regular basis.)			
Diagnosis of asthma? Child wakes during the night	Yes No Yes No		Loss of function of one of paired organs? (eye/ear/kidney/testicle)	Yes No		
Birth defects?	Yes No		Hospitalizations? When? What for?	Yes No		
Developmental delay?	Yes No		Surgery? (List all.) When? What for?	Yes No		
Blood disorders? Hemophilia, Sickle Cell, Other? Explain.	Yes No		Serious injury or illness?	Yes No		
Diabetes?	Yes No		TB skin test positive (past/present)?	Yes* No		*If yes, refer to local health department.
Head injury/Concussion/Passed out?	Yes No		TB disease (past or present)?	Yes* No		
Seizures? What are they like?	Yes No		Tobacco use (type, frequency)?	Yes No		
Heart problem/Shortness of breath?	Yes No		Alcohol/Drug use?	Yes No		
Heart murmur/High blood pressure?	Yes No		Family history of sudden death before age 50? (Cause?)	Yes No		
Dizziness or chest pain with exercise?	Yes No		Dental <input type="checkbox"/> Braces <input type="checkbox"/> Bridge <input type="checkbox"/> Plate <input type="checkbox"/> Other			
Eye/Vision problems? _____ Glasses <input type="checkbox"/> Contacts <input type="checkbox"/> Last exam by eye doctor _____ Other concerns? (crossed eye, drooping lids, squinting, difficulty reading)			Information may be shared with appropriate personnel for health and educational purposes.			
Ear/Hearing problems?	Yes No		<b>Parent/Guardian Signature</b>			
Bone/Joint problem/injury/scoliosis?	Yes No		<b>Date</b>			

**PHYSICAL EXAMINATION REQUIREMENTS Entire section below to be completed by MD/DO/APN/PA**

<b>HEAD CIRCUMFERENCE</b>	<b>HEIGHT</b>	<b>WEIGHT</b>	<b>BMI</b>	<b>B/P</b>
<b>DIABETES SCREENNG</b> (NOT REQUIRED FOR DAY CARE) <b>BMI&gt;85% age/sex</b> Yes <input type="checkbox"/> No <input type="checkbox"/> And any two of the following: <b>Family History</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Ethnic Minority</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Signs of Insulin Resistance</b> (hypertension, dyslipidemia, polycystic ovarian syndrome, acanthosis nigricans) Yes <input type="checkbox"/> No <input type="checkbox"/> <b>At Risk</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>LEAD RISK QUESTIONNAIRE</b> Required for children age 6 months through 6 years enrolled in licensed or public school operated day care, preschool, nursery school and/or kindergarten. <b>Questionnaire Administered ?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Blood Test Indicated?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Blood Test Date</b> _____ (Blood test required if resides in Chicago.)				
<b>TB SKIN OR BLOOD TEST</b> Recommended only for children in high-risk groups including children immunosuppressed due to HIV infection or other conditions, frequent travel to or born in high prevalence countries or those exposed to adults in high-risk categories. See CDC guidelines. <b>No test needed</b> <input type="checkbox"/> <b>Test performed</b> <input type="checkbox"/>				
<b>Skin Test: Date Read</b> / / <b>Result: Positive</b> <input type="checkbox"/> <b>Negative</b> <input type="checkbox"/> <b>mm</b> _____				
<b>Blood Test: Date Reported</b> / / <b>Result: Positive</b> <input type="checkbox"/> <b>Negative</b> <input type="checkbox"/> <b>Value</b> _____				

<b>LAB TESTS (Recommended)</b>	Date	Results	Date	Results
Hemoglobin or Hematocrit				Sickle Cell (when indicated)
Urinalysis				Developmental Screening Tool

<b>SYSTEM REVIEW</b>	Normal	Comments/Follow-up/Needs	Normal	Comments/Follow-up/Needs
<b>Skin</b>			<b>Endocrine</b>	
<b>Ears</b>			<b>Gastrointestinal</b>	
<b>Eyes</b>		Amblyopia Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Genito-Urinary</b>	LMP
<b>Nose</b>			<b>Neurological</b>	
<b>Throat</b>			<b>Musculoskeletal</b>	
<b>Mouth/Dental</b>			<b>Spinal Exam</b>	
<b>Cardiovascular/HTN</b>			<b>Nutritional status</b>	
<b>Respiratory</b>		<input type="checkbox"/> Diagnosis of Asthma	<b>Mental Health</b>	
Currently Prescribed Asthma Medication: <input type="checkbox"/> Quick-relief medication (e.g. Short Acting Beta Antagonist ) <input type="checkbox"/> Controller medication (e.g. inhaled corticosteroid)			<b>Other</b>	

<b>NEEDS/MODIFICATIONS</b> required in the school setting	<b>DIETARY</b> Needs/Restrictions
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**SPECIAL INSTRUCTIONS/DEVICES** e.g. safety glasses, glass eye, chest protector for arrhythmia, pacemaker, prosthetic device, dental bridge, false teeth, athletic support/cup

**MENTAL HEALTH/OTHER** Is there anything else the school should know about this student?  
If you would like to discuss this student's health with school or school health personnel, check title:  Nurse  Teacher  Counselor  Principal

**EMERGENCY ACTION** needed while at school due to child's health condition (e.g. ,seizures, asthma, insect sting, food, peanut allergy, bleeding problem, diabetes, heart problem)?  
Yes  No  If yes, please describe.

On the basis of the examination on this day, I approve this child's participation in **PHYSICAL EDUCATION** Yes  No  **Modified**  (If No or Modified, please attach explanation.) **INTERSCHOLASTIC SPORTS** (for one year) Yes  No  **Limited**

<b>Print Name</b>	(MD,DO, APN, PA)	<b>Signature</b>	<b>Date</b>
<b>Address</b>	<b>Phone</b>		

(Complete both sides)

# ADULT PARTICIPANT WAIVER, RELEASE AND ACKNOWLEDGEMENT

## **Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. McGaw YMCA has put in place preventative measures to reduce the spread of COVID-19; however, **McGaw YMCA cannot guarantee that you will not become infected with COVID-19**. Further, participation could increase your risk of contracting COVID-19.

### **READ CAREFULLY BEFORE SIGNING**

By signing this agreement, **I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by participation; and that such exposure or infection may result in personal injury, illness, permanent disability, and death.** I understand that the risk of becoming exposed to or infected by COVID-19 at McGaw YMCA may result from the actions, omissions, or negligence of myself and others, including, but not limited to, McGaw's employees, volunteers, and program participants and their families.

**I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my participation at McGaw YMCA.** On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless McGaw YMCA, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of McGaw YMCA, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation at McGaw YMCA.

I represent that I have adequate insurance to cover any injury or illness I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or illness myself. I further represent that I have no medical or physical condition which could interfere with my safety in this activity, or else I am willing to assume – and bear the costs of – all risks that may be created, directly or indirectly, by any such condition.

In the event that I file a lawsuit, I agree to do so in the state where McGaw YMCA is located, and I further agree that the substantive law of that state shall apply. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

**By signing this document, I agree that if I am exposed or infected by COVID-19 during my participation in this activity, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.**

**I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing.** Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if I were to choose not to sign this release, and agree that the opportunity to participate at the stated cost in return for the execution of this release is a reasonable bargain. **I have read and understood this document and I agree to be bound by its terms.**

If I have signed a separate general waiver of liability connected to my participation at McGaw YMCA I agree that the terms of that waiver are wholly incorporated into this document and that the terms of this document are incorporated into the separate general waiver.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Date \_\_\_\_\_

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**PARENT OR GUARDIAN ADDITIONAL AGREEMENT  
(Must be completed for participants under the age of 18)**

In consideration of \_\_\_\_\_ (PRINT minor(s) name(s)) being permitted to participate in this activity, I further agree to indemnify and hold harmless Releasee from any claims alleging negligence which are brought by or on behalf of minor or are in any way connected with such participation by minor.

Parent or Guardian \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



## Late Pick-up Policy

Parents of participants enrolled in **Children's Center Programs** will be charged **\$1.00 per minute / family** based on the **program pick-up times** listed below:

- **Full Day Program 6:00pm**
  - **School's Out, School's Out Family Focus (FRC) 6:00pm**
  - **Summer Day Camp 5:30pm**
- 
- If you know you are going to be late please notify the center so we can let your child and the teachers know. **Late fee will still be charged.**
  - If a parent or authorized pick-up person does not arrive or call by 5 minutes past the designated pick-up up time, staff will assume an emergency exists and will begin to call emergency contacts for your child.
  - If no emergency contact can be reached within 1-hour past designated pick-up time, staff may contact the Evanston Police Department who will pick up the child.
  - **Late fees must be paid within 5 business days of the late pick up date.**
  - Failure to pay late pick-up fees can be cause for the child's suspension or termination from the program.
  - Continued disregard for the pick-up times can result in suspension or termination form the program.

It is very important to have updated contact information in your child's file at all times. Any child who is not picked up will be under the supervision of an assigned teacher/administrator until the parent, emergency contact, or the authorities arrive. All information about the incident will be discussed directly with the parent or guardian and never with the child.

Child's Name: \_\_\_\_\_

Parent/Legal Guardian Signature: _____	Date: _____
Update Signature: _____	Date: _____
Update Signature: _____	Date: _____



## Acknowledgement of On-Site Services

I, the undersigned parent/legal guardian of \_\_\_\_\_ acknowledge  
child's name  
that the vendors listed below provide food and/or services to the McGaw YMCA  
Children's Center.

- **Food2You -**  
provides catered lunches and organic milk daily
- **Performance Food Service -**  
provides snack and breakfast items weekly
- **Aegis Pest Control Solution -**  
provides indoor and outdoor preventative pest control services  
monthly
- **Anchor-World Cleaning Services -**  
provides daily and nightly cleaning services

Signature lines provided below are designated for annual reviews of this form

I have reviewed the information on this form and verify all information is accurate:

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Updated Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Updated Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ILLINOIS STATE BOARD OF EDUCATION

Annual Enrollment Form

Child and Adult Care Food Program

This form is required for Child Care Centers, Pre-K, Head Start, Even Start, and Licensed Outside School Hours Programs.

This form is NOT required for At-Risk After-School, License-exempt Outside School Hours, or Emergency Shelters.

Parents/Centers: This institution participates in the Child and Adult Care Food Program (CACFP) and receives reimbursement to provide more nutritious meals for your child(ren). Federal CACFP regulations require all parents or guardians to complete or review a CACFP Annual Enrollment Form when enrolling their child(ren) and every year thereafter.

Form sections 1-4: Enrollment details for First Child, Second Child, and Third Child. Includes fields for Name, Birth Date, Age, Days of Week Attendance, Times Child Normally Attends During Week, and Meals Received.

Please answer both questions. This information is voluntary.

Section 5: ETHNIC/RACIAL CATEGORIES. Includes checkboxes for Hispanic or Latino, Not Hispanic or Latino, Asian, Black or African American, White, American Indian or Alaska Native, and Native Hawaiian or Other Pacific Islander.

Section 6: SIGNATURE. Includes fields for Signature of Parent or Guardian, Date, and Telephone Number of Parent or Guardian.

CHILD CARE REPRESENTATIVE USE ONLY. Includes field for Effective Date of this enrollment form and a note: The effective date may be made retroactive back to the first day the child participates in the CACFP as long as it occurs in the same month in which this form is received.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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**SUMMARY OF  
LICENSING  
STANDARDS  
FOR  
DAY CARE  
CENTERS**





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## **Introduction**

The Department of Children and Family Services (DCFS) is responsible for licensing day care centers. When a day care center is licensed, it means that a DCFS licensing representative has inspected the facility and the facility was found to meet the minimum licensing requirements. A license is valid for three years. The day care center's license must be posted. It will indicate the maximum number of children allowed in the facility and the areas where children may receive care.

Licensed day care facilities are inspected annually by DCFS licensing staff. If a complaint has been received regarding a violation of the licensing standards of a day care center, a licensing representative will conduct a licensing complaint investigation to determine if the alleged violation should be substantiated or unsubstantiated. Individuals may contact the Day Care Information Line to learn of substantiated violations.

## **Day Care Information Line**      **1-877-746-0829**

This statewide toll-free information line provides information to the public on the past history and record, including substantiated violations, of licensed day care homes, day care centers, and group day care homes. This number operates Monday through Friday from 8:30 a.m. to 5:00 p.m.

## **Summary of Licensing Standards for Day Care Centers**

The following is a summary of the licensing standards for day care centers. It has been prepared for you so that you may monitor the care provided to your child. This is a summary and does not include all of the licensing standards for a day care center. State licensing standards are *minimum* standards. If you observe a violation of any of these standards, you are encouraged to discuss your concerns with the day care center operator. In most cases, parents and day care operators are able to resolve the parents' concerns and issues. If you believe the day care operator is not responding to your concerns and may not be meeting state licensing standards, you may make a complaint to the local DCFS Licensing Office or by calling the Child Abuse Hotline at 1-800-252-2873 and stating that you want to make a licensing complaint. A DCFS licensing representative will investigate

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your complaint and report the results back to you. The day care center is required to provide a copy of its own written policies regarding the operation of the facility to each staff person and to parents of enrolled children.

### **Staffing**

- The day care center must have a qualified child care director on site at all times. The director must be at least 21 years old, have completed two years of college or have equivalent experience and credentials.
  - Early childhood teachers must be at least 19 years old, have two years of college or have equivalent experience and credentials.
  - School-age workers must be at least 19 years of age and at least five years older than the oldest child in their care. They must have completed one year of college or have the equivalent experience and credentials.
  - Early childhood assistants and school-age assistants must have a high school diploma or the equivalent and must work under direct supervision of an early childhood teacher or a school-age worker.
  - Student and youth aides must be at least 14 years of age, at least five years older than the oldest child in their care, and must work under direct supervision of an early childhood teacher or a school-age worker.
  - Student and youth aides are not generally counted for purposes of maintaining staff/child ratios.
  - The director and all child care staff must have 15 hours of in-service training annually.
  - All staff must have current medical reports on file and are subject to background checks for any record of criminal conviction or child abuse and neglect.
  - A person certified in first aid, including CPR and the Heimlich maneuver, must be present at all times.
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### **Group Size and Staff Requirements:**

<b>AGE OF CHILDREN</b>	<b>STAFF/CHILD RATIO</b>	<b>MAXIMUM GROUP SIZE</b>
Infants (6 weeks through 14 months)	1 to 4	12
Toddlers (15 through 23 months)	1 to 5	15
Two years	1 to 8	16
Three years	1 to 10	20
Four years	1 to 10	20
Five years (preschool)	1 to 20	20
School-age: Kindergartners present	1 to 20	30

- Exception: One early childhood teacher and an assistant may supervise a group of up to 30 children if all of the children are at least five years of age.
- Whenever children of different ages are combined, the staff/child ratio and maximum group size must be based on the age of the youngest child in the group.

### **General Program Requirements**

- Parents must be allowed to visit the center without an appointment any time during normal hours of operation.
  - Staff must demonstrate respect for each child enrolled regardless of gender, ability, cultural, ethnic or religious differences.
  - There must be a balance of active and quiet activity. Daily indoor and outdoor activities are to be provided for children to make use of both large and small muscles.
  - In pre-school programs where children receive care for less than three hours per day, outdoor activity is not required.
  - Children may not be left unattended at any time.
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### **Infants and Toddlers**

- Infants and toddlers must be in separate space away from older children.
- A refrigerator and sink must be easily accessible.
- Toys and indoor equipment must be cleaned and disinfected daily. Safe, durable equipment and play materials must be provided.
- Either the day care center or the parent may provide food for infants not consuming table food. Feeding times and amounts consumed must be documented in writing.
- No food other than formula, milk, breast milk or water may be placed in a bottle for infant feeding. Microwaves are not to be used for bottle warming.
- Children who cannot turn over alone must be placed on their backs.
- The facility must have a clearly defined diaper changing area with the procedures for changing diapers clearly posted. A hand-washing sink must be accessible for hand washing.
- Staff changing diapers must wash their hands and the child's hands with soap and running water after diapering.
- Information about feeding, elimination and other important information must be recorded in writing and made available to parents when the child is picked up at the end of the day.
- Only new cribs manufactured on or after June 28, 2011 must be in place

### **School-Age Children**

- The facility must have a designated area for school-age children so they do not interfere with the care of younger children.
  - Clear definitions of responsibility and procedures are to be established among parent, day care center and school when children move to and from school.
  - A variety of developmentally appropriate activities and materials must be available for children. Opportunities must be provided to do homework, if requested.
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### **Evening, Night and Weekend Care**

- Family-like groups of mixed ages are allowed.
- Staff must be awake at all times and in the sleeping area whenever children are sleeping.
- Each child must have an individual cot, bed or crib.
- An evening meal and a bedtime snack must be served.
- Breakfast must be served to all children who have been at the facility throughout the night and are present between 6:30 a.m. and 8:30 a.m.

### **Enrollment and Discharge**

- Parents must be provided the names, business address and telephone number of persons legally responsible for the program.
- Parents must be provided, in writing, information on the program, fees, arrival and departure policies explaining to the parents and guardians what actions the caregiver will take if children are not pick up at the agreed upon time, and the guidance and discipline policies.
- Parents must complete an enrollment application, which includes, for first time enrolment, providing a certified copy of their child's birth certificate (which will be copied by the center and returned to the parent), emergency numbers, and persons authorized to pick up their child.
- A child may only be released to a parent or other responsible person designated by the parent.
- Daily arrival and departure logs must be kept by the center.

### **Guidance and Discipline**

- Parents must be given a copy of the guidance and discipline policy.
  - The following are prohibited:
    - corporal punishment
    - threatened or actual withdrawal of food, rest or use of the bathroom
    - abusive or profane language
    - public or private humiliation
    - emotional abuse, including shaming, rejecting, terrorizing or isolating a child
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- “Time-out” is to be limited to one minute per year of age. “Time-out” may not be used for children less than two years of age.

### **Transportation**

- The driver must be 21 years of age and hold a driver’s license that has been continuously valid for three years.
- Children must not be allowed to stand or sit on the floor of the vehicle. Age appropriate safety restraints must be used when transporting children in vehicles other than school buses.
- The driver must make sure that a responsible person is present to take charge of a child when delivered to his or her destination.

### **Health Requirements for Children**

- A medical report indicating that the child has been appropriately immunized must be on file for each child. Parents are encouraged to be informed about childhood immunizations by going to the following Web site: [http://www.state.il.us/dcf/daycare/Childhood\\_Immunizations.shtml](http://www.state.il.us/dcf/daycare/Childhood_Immunizations.shtml). A tuberculin skin test is to be included in the initial exam unless waived by a physician.
  - The medical report is valid for two years for infants and preschool children. Exams for school-age children are required consistent with the requirements of the public schools.
  - The center will comply with the Illinois Department of Public Health’s Hearing and Vision Screening Codes and the Illinois Child Vision and Hearing Test Act.
  - Children aged one to six years must have either a lead risk assessment or a lead screening.
  - Water must be freely available to all children.
  - Children’s hands must be washed with soap and water upon arrival at the center, before and after meals or using the toilet, after wiping or blowing their noses, after outdoor play and after coming into contact with any soiled objects.
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- Prescription and non-prescription medication may be accepted only in its original container. The center must maintain a record of the dates, times administered, dosages, prescription number (if applicable) and the name of the person administering the medication.
  - Medication must be kept in locked cabinets or other containers that are inaccessible to children.

### **Nutrition and Meals**

- Menus must be posted.
- Meals and snacks must meet nutritional guidelines.
- Children in care two to five hours must be served a snack. Children in care five to 10 hours must be served a meal and two snacks or two meals and one snack. Children in care more than 10 hours must be served two meals and two snacks or one meal and three snacks.

### **Napping and Sleeping**

- Children under six years of age who remain five or more hours must have the opportunity to rest or nap.
- Infants must sleep in safe, sturdy, freestanding cribs or portable cribs.
- Toddlers may use either stacking cots or full-size cribs.
- A cot or bed must be provided for each toddler or preschool child in attendance five or more hours. Each cot, bed or crib must be labeled with the name of the child.

### **Physical Space**

- Infants and toddlers must be housed and cared for at ground level unless special approval has been granted from the Department.
  - Indoor space must provide a safe, comfortable environment for the children. Floors and floor coverings must be washable and free from drafts and dampness.
  - Toilets and lavatories must be readily accessible to the children.
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- Hot and cold running water must be provided.
  - Hazardous items must be inaccessible to children.
  - Parents must be notified before pesticides are applied, unless in an emergency
  - Exits must be unlocked and clear of equipment and debris.
  - Drills for fire and tornado must be conducted. A floor plan must be posted in every room indicating the areas providing the most safety in the case of a tornado and the primary and secondary exit routes in case of fire.
  - Smoking or the use of tobacco products in any form is prohibited in the child care center or in the presence of children while on the playground or on trips away from the center.
  - Play materials must be durable and free from hazardous characteristics.
  - The facility may not use or have on the premises any unsafe children's product as described in the Children's Product Safety Act. Lists of unsafe children's products and recalls from 1989 to now are available at: [www.idph.state.il.us/webapp/SRSApp/pages/index.jsp](http://www.idph.state.il.us/webapp/SRSApp/pages/index.jsp).
  - The facility must be cleaned daily and kept in sanitary condition at all times.
  - First-aid kits must be maintained and readily available for use.

### **Outdoor Play Area**

- Play space must be fenced or otherwise enclosed or protected from traffic and other hazards. There must be a shaded area in summer to protect children from excessive sun exposure.
  - All areas of the outdoor play space must be visible to staff at all times.
  - Equipment must be free of sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, the potential for entrapment and/or other hazards.
  - Protective surfaces must be provided under equipment from which a child might fall
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- All swimming pools must be fenced or otherwise inaccessible to children.
  - During hours of operation and at all times that children are present there must be a means for parents of enrolled children to have direct telephone contact with a center staff person.

*This summary has been developed to assist parents in monitoring the care provided by the day care center.*

*For a complete copy of the Licensing Standards, write or call*

*Department of Children and Family Services  
Office of Child and Family Policy  
406 East Monroe Street  
Springfield, Illinois 62701  
Telephone (217) 524-1983*

*Licensing Standards for Day Care Centers may also be accessed through the DCFS website: [www.state.il.us/dcfs](http://www.state.il.us/dcfs) and following the links to Part 407, Licensing Standards for Day Care Centers. You may also contact your nearest DCFS office.*

CFS 581  
Rev. 12/2000

State of Illinois  
Illinois Department of Children and Family Services

**VERIFICATION OF RECEIPT**

I/WE, \_\_\_\_\_  
Please Print Name(s)

parent(s) of \_\_\_\_\_, hereby certify that I/we have  
Name(s) of Child(ren)

received a copy of a summary of licensing standards printed by the Illinois Department of Children and Family Services.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**THIS COMPLETED FORM IS TO BE PLACED IN EACH CHILD'S FILE AT THE DAY CARE FACILITY.**



<input type="checkbox"/> Children's Center only <input type="checkbox"/> Membership and Children's Center
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## McGaw YMCA Children's Center Checking Account/Credit Card Draft Agreement

This agreement authorizes the McGaw YMCA to charge your bank account or credit card monthly fees. A voided check or copy of credit card must be attached to this form.

Please note: A monthly child care receipt will be mailed to your address on file.

Child's Name: \_\_\_\_\_ Child's Class: \_\_\_\_\_  
 Program Start Date: \_\_\_\_\_ Draft Start Date: \_\_\_\_\_  
 Parent/Guardian Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

*The McGaw YMCA is a 501(c)(3) charitable organization. Please consider a tax-deductible contribution to support child care for families who cannot afford to pay full price and check the appropriate box below. Contributions will be processed each month at the same time as your tuition.*

- |   |  |
|---|--|
| <input type="checkbox"/> \$5/month (supports one class section for a child) | <input type="checkbox"/> \$50/month (supports membership for a single-parent family) |
| <input type="checkbox"/> \$15/month (supports a youth membership)           | <input type="checkbox"/> Other monthly amount: _____                                 |
| <input type="checkbox"/> \$30/month (supports two youth membership)         | <input type="checkbox"/> One-time donation of: _____                                 |

**FOR CHECKING ACCOUNT DRAFTS**

We cannot accept debit cards for bank drafts. To draft from your checking account, please provide a voided check.

Name on account: \_\_\_\_\_  
 Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

**FOR CREDIT CARD DRAFTS**

We accept Mastercard, Visa, and Discover.

Name on card: \_\_\_\_\_  Visa  MasterCard  Discover  Am Ex  
 Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

I authorize the McGaw YMCA to debit the balance of my childcare account from the above listed account on or around the 1<sup>st</sup> of the month or 15<sup>th</sup> of the prior month. I understand that bank holidays may delay the draft.

I understand that it is the responsibility of the drafted party to maintain sufficient funds to cover all drafts as well as to inform the McGaw YMCA of any changes in account information. If drafts are refused for any reason, a \$25 fee will be charged and payment by cash or money order must reach the YMCA's registration office with 48 hours of notification. Failure to make this payment will result in a discontinuation of childcare services.

I agree to the terms and conditions of the withdrawal of funds from my checking account or credit card as outlined above. I authorize the McGaw YMCA to draft my checking account or credit card for childcare fees. I understand that this draft will continue until the end of the program or 30 Days after the receipt of my cancellation in writing.

**Draftee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For office use only:  
**Received:** Staff: \_\_\_\_\_ Date: \_\_\_\_\_ **Input:** Staff: \_\_\_\_\_ Date: \_\_\_\_\_ **Updated:** Staff: \_\_\_\_\_ Date: \_\_\_\_\_



Childcare Network of Evanston  
1335 Dodge Ave., Evanston IL 60201

## Learning Together (LT) Program Consent for Individual Services

By partnering with preschools to bring expert consultants into early childhood programs who specialize in developmental, mental health, speech-language, and occupational therapy, the Learning Together Program supports not only the children, but also their teachers and families. Through a collaborative teamwork approach focusing on in-person and virtual observation and team based collaboration, consultants help prepare children for lifelong learning and success.

I authorize Childcare Network of Evanston's Learning Together Program to provide services (virtual and/or in-person) support services and staff consultation services for my child. This support may include, video recording and review, photos, in-person classroom observation, teacher consultation and meetings with parents. The information obtained will be treated as private healthcare information. This information will only be shared within the LT team, childcare site staff and with parents. Information will not be shared with any outside entities without parent/caregivers written consent. No written records will be kept in your child's file beyond this written consent form, without your consent. Video recordings and photos will be viewed by the consultant and teacher exclusively and will be deleted 90 days after they are obtained. LT consultants do keep their own private notes and will develop a written follow up plan for the classroom and parents. These will not be a part of your child's school file.

I understand that I have the right to inspect, copy, and approve the information to be disclosed. I understand that my consent is voluntary and that I may withdraw this consent by written request to Childcare Network of Evanston at any time, except to the extent it has already been acted upon.

Please fill out the form below and attached intake form if you are consenting to the services described above.

<b>Child's printed name &amp; date of birth</b>	
<b>Parent/guardian printed name</b>	
<b>Parent/guardian signature</b>	
<b>Parent/guardian phone</b>	
<b>Parent/guardian email</b>	
<b>Date (month/day/year)</b>	

*This consent will be valid for duration of child's enrollment in the preschool program listed above.*

**Chava Alpert, LCSW** is a Licensed Clinical Social Worker specializing in the early childhood years (0-10 years) for the last 20+ years. Chava is the LT program manager and has been part of LT for the past 16 years. In addition to LT consultation, Chava also has a private practice here in Evanston providing play therapy, family therapy, parent guidance, and professional development seminars. Chava's consultation services at our center includes individual and classroom assessments. She links the results with hands-on practical structural and interactional recommendations to the center staff, parents and children.

**Toby Meyer, Ph.D. CCC-SLP** is a licensed speech/language pathologist who has been in private practice for over 30 years. She has been part of the LT team for 11 years. Toby has provided speech services in a variety of settings including hospitals, in-home and in-classroom. She has addressed the language and cognitive needs of preschoolers through adults. Her areas of expertise include language/learning disorders, motor speech disorders such as dyspraxia, and pervasive developmental delays in preschoolers. Toby will complete in person and virtual speech and language evaluations, develop individualized intervention plans for teacher implementation and will connect with parents to share resources, referrals and recommendations for Speech and Language work at home.

**Linnea Bader OTRL** is a pediatric occupational therapist that has supported children and families in a variety of settings over the past 15+ years. Linnea has provided occupational therapy services to support children and families through in-home services for Early Intervention, worked closely with families in a DIR Floortime clinic setting, and in elementary and middle schools. For the Learning Together Program, she provides in person and virtual support for teachers, staff, and families regarding motor skills and sensory processing development, strategies for developing self-regulation, and support for independent participation in daily routines and school activities.

**Olga Vydra, SLP**

Has worked as a Speech Therapist for 21 years with a range of clients from infant to geriatric population. She has worked through Early Intervention of Illinois for 20 years. Olga was born in the former Soviet Union and moved to the United States at six years old. Russian is her first language and so she knows the challenges of learning a second language. For the past 14 years Olga has worked mainly with the Spanish speaking population with an interpreter and has picked up some of Spanish as well. Olga holds a Bachelors Degree in Psychology from Loyola University-Chicago and a Masters Degree in Communicative Disorders from University of Wisconsin-Madison.

**Dana Solomon, BS**

Dana was born in Romania and moved to Israel with her family at the age of 14. She completed High School, Army service and received a Bachelor's Degree in Social and Life Sciences and is certified as an Xray technician. In 2000 Dana and family moved to Evanston and she began her career in Early Childhood Education. Dana has completed a Child Development Associate credentialing, training in Responsive Classroom levels 1 and 2 and certification in the Reggio Emilia Approach. Dana has worked in local Early Childhood Programs since 2001.

# MEDICAL AUTHORITY MODIFIED MEAL REQUEST FORM

Please return completed and signed form to Jake Pritchard or send to [jakep@mcgawymca.org](mailto:jakep@mcgawymca.org)

### TO BE COMPLETED BY PARENT OR GUARDIAN

Name of Student (Last, First): \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Based on information listed below my child will require a menu modification at the following:  Breakfast  Lunch  Afterschool Snack  
 Supper  Other \_\_\_\_\_

**I understand it is my responsibility to renew this form each school year and/ or any time my child's medical or health needs change.**

Parent/Guardian Name PRINTED

Parent/Guardian SIGNATURE

Date

### TO BE COMPLETED BY MEDICAL AUTHORITY (Licensed by State of Illinois to prescribe medication)

The Dietary Needs below are related to (ex: Celiac Disease, Lactose Intolerance, Diabetes, Anaphylactic Food Allergy )

Food To BE OMITTED from diet\* (check appropriate boxes below)

- Dairy** – Fluid milk, cheese, yogurt, and other dairy ingredients such as casein and whey.
- Fluid Milk** – Milk to drink
- Peanuts** – Peanuts, Peanut Butter, Peanut oil.
- Tree Nuts** – Almonds, hazelnuts, and cashews.
- Wheat** – Wheat-based grains such as buns, crackers, pasta, and wheat as an ingredient.
- Gluten** – Wheat, rye, barley, and non-certified oats.
- Fish** – Fin-fish such as cod and tilapia
- Shellfish** – Shrimp and crab
- Egg** – Visible egg in a dish such as an omelet
- Egg Ingredients** – Egg white, egg yolk or whole egg as an ingredient
- Soybean** – Textured Soy Protein, Textured Vegetable Protein, tofu, and whole soybeans (edamame).
- Soybean Ingredients** – Soy protein concentrate, soy protein isolate, soy sauce, soy flour, and unrefined soy bean oil
- Other** - \_\_\_\_\_

*\*Examples of individual food allergens provided are not all-inclusive, other foods may apply.*

Adjustment to meal preparation (i.e. food puree) and /or serving time(s):

#### Food Management Plan

What are the student's possible reactions/symptoms to the indicated allergen(s) or conditions?

**REQUIRED** List all acceptable and safe food or beverage substitutes:

Comments:

\_\_\_\_\_  
**Prescribing Physician/Medical Authority Name Printed                      Date                      Prescribing Physician/Medical Authority Signature**

FOR FOOD SERVICE NOTES (Other information, please see back)

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Date Implemented: \_\_\_\_\_ By: \_\_\_\_\_

Other information:



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Family Referral Form

Date of Referral: \_\_\_\_\_

Referring Staff/Parent: \_\_\_\_\_

Parent/Family Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

Email Address: \_\_\_\_\_

Family Support Services have been discussed between Children's Center staff and parents.

Yes  No

### Please Select Referral Type

**Child**

Child's Name: \_\_\_\_\_ Classroom/Age: \_\_\_\_\_

Has this child had an IFSP/IEP (Specialized Service Plan) in the past or currently?  Yes  No

If yes, please indicate which services have been received and when (e.g., speech, physical therapy, etc.):

Please describe presenting concerns or needs for this child if applicable:

**Family**

Please select presenting issues or needs (Check any that may apply):

Educational  Parenting/Co-Parenting  Employment  Healthcare  Legal

Housing  Domestic Violence  Mental Health/Therapy  Financial  Other

Please share any additional information if it applies:

**Please attach any relevant documentation with this form (e.g., Service reports, service plans, professional recommendations, therapy records, etc.). Family Support staff may contact you for service coordination if applicable.**