

Enrollment Forms and Instructions

Community Montessori Columbus (CMC) is a licensed child care center through the Ohio Department of Children and Youth (DCY). Our license requires the following forms to be completed (through [Five Star Registration System](#)), reviewed by a Director, and on file prior to your child's first day of attendance at CMC:

1. DCY-01234 Child Enrollment and Health Information for Child Care

- Only custodial parent/guardian(s) should be listed on the DCY 1234. (In cases where court-ordered custody agreements have not been established under Ohio law, custodial parent/guardian(s) typically include only the biological mother and the person married to the biological mother at time of the child's birth, if any.)
- If you would like to be included in our CMC Family Directory, please be sure to check "Yes" in the Contact Sharing section and list the information you would like to be included.
- CMC requires you grant permission for emergency transportation. We also require the "Yes" box be checked in the Diapering Statement.
- Any changes to custody or contact information must be communicated to CMC immediately so that current information is always on file.
- Families will be asked to review and update their child's DCY 01234 annually.

2. CMC - Child Medical Statement (DCY 01305)

- Families may download and print through [Five Star](#) or request physical copies from [Lauren](#). They can then choose to either upload the completed form directly through Five Star or drop off physical copies at the front desk.
- The DCY requires that each child enrolled in a licensed child care center be examined by a medical professional (as defined on the DCY 01305) and determined suitable for participation in group care. **The exam date listed may be no more than 12 months prior to the form's completion.**
- Section B of the DCY 1305 MUST be completed by a medical professional. Parental completion of Section C is not an option for families enrolling at CMC.
- A medical professional must also attach a copy of your child's current immunization records to the DCY 01305. CMC will only accept the immunization records of children currently following a CDC recommended vaccination schedule or those with certification in writing from a medical professional (as defined on the DCY 01305) that such a schedule is medically contraindicated in part or whole.

- Families will also be asked to review and update the DCY 01305 annually.

3. CMC - Authorized Release Form

- List all adults to whom you give permission to pick up your child from CMC, including:
 - All Parents/Guardians listed on the DCY-01234 form (legal documentation must be attached to this form in cases where a parent listed on the DCY 01234 is not listed on this form.)
 - All Emergency Contacts listed on the DCY 01234 form
 - Family, neighbors, or other community members authorized to pick up your child

4. CMC - Media Release Form

- Please make a selection regarding your family's permissions for Community Montessori Columbus to record (e.g. photograph, video, etc.) your child while at CMC and at CMC-hosted events.

If your family has experienced separation, divorce, or other change in custodial parents'/guardians(s)' responsibility for your child(ren) in your child(ren)'s lifetime, please upload to [Five Star](#) or drop off at the front desk:

5. Any Court-Ordered Custody Agreement Naming the Child(ren) Enrolling

- All enrolled children with custodial parent/guardian(s) operating under the guidance of court ordered custody agreement(s) must provide copies of all relevant legal documents to CMC. If a question arises regarding enrollment or specific care, CMC will operate under Ohio law and the guidance of the custody agreement(s) provided.
- CMC will only communicate with custodial parent(s)/guardian(s). It is the responsibility of the custodial parent/guardian(s) to communicate with any non-custodial parent/guardian(s) regarding their child(ren)'s enrollment at CMC. If the custodial parent/guardian(s) would like CMC to communicate with anyone other than the custodial parent/guardian(s) regarding their child(ren)'s enrollment, they must complete an **Authorization of Release of Information Form** for that individual or those individuals. Please contact [Lauren](#) to request that the form be added to your [Five Star](#) account.

If your child may require any special medical care and/or medication while in our care, please contact [Lauren](#) to request:

6. DCY 01236 Child Medical/Physical Care Plan and

7. DCY 0217 Request for Administration of Medication

- CMC will only receive and administer medication to children when the medication is needed to treat a life-threatening condition (for example, asthma, severe allergic reaction such as anaphylactic shock). Families are responsible for administering all medications not needed for life-threatening conditions (for example, over-the-counter pain-relief medication, eczema ointments, stool softeners, supplements of any kind).
- A Child Medical/Physical Care Plan for Child Care (DCY 01236) is needed in cases where a child could require emergency medication to treat a life-threatening condition. The DCY 01236 form must be completed and reviewed by the Director prior to CMC accepting the medication. A Parent/Guardian must provide the medication in its original container along with prescription label, dosage orders, and dosing tool BEFORE any medication can be stored at CMC.
- Parent/guardian(s) should schedule a time to meet with the Director to review medication, complete all forms and training (DCY 01236), and transfer medication to CMC's possession. Children's House staff may not accept medication with or without proper documentation. Children who require emergency medication but have not had medication approved and accepted by the Director **MAY NOT** be in CMC's care until the medication has been approved and all necessary paperwork and staff training has been completed.

If your child does not consume cow's milk for any reason and you would like to provide a fluid milk substitute, please contact [Lauren](#) to request:

8. Parent/Guardian Request for Cow's Milk Substitute

- If the request is due to a medical condition/allergy, a Child Medical/Physical Care Plan for Child Care (DCY 01236) must also be completed.
- If choosing to eliminate all types of fluid milk, including a cow's milk substitute, for any reason, written instructions from a health care provider must be included with the Child Medical Statement for Child Care (DCY 01305)

All children at CMC will spend time outdoors before lunch, weather permitting. Sunscreen applied right before drop-off at CMC each morning should provide adequate protection for most children during time spent outdoors in the

morning. Families of children enrolled in After Care may choose to have additional sunscreen applied to their child(ren) before any additional time outdoors in the afternoon.

Summer and After Care families can expect to receive the following forms through [Five Star](#) in April:

9. Parent/Guardian Request for Application of Sunscreen

- DCY licensing rules require parent/guardian(s) to complete a **Request for Application of Sunscreen** for children to have sunscreen applied while in our care. If you would like CMC to apply sunscreen to your child before time outdoors in the afternoon, please complete the **Request for Application of Sunscreen** using CMC's provided sunscreen information or provide a broad-spectrum sunscreen in its **original container** and complete the **Request for Application of Sunscreen** referencing your chosen sunscreen.

If your child is under the age of three:

10. Permission to Participate in Water and Swimming Activities (DCY 01227)

- Children may be provided with outside water play opportunities during the Summer Session and on unseasonably hot days in fall and spring . CMC does not engage in swimming activities. Water play is limited to the use of sprinklers, water tables, and small wading pools.