



Student(s) Name: _____

Tustin Community Preschool

Student Admissions Checklist 2025-2026

Please print single-sided. Thank you!

For Each Student's File:

- ☐ #1 Identification and Emergency Information
- ☐ #2 Fee Schedule Agreement
- ☐ #3 Parent Obligations
- ☐ #4 Child's Pre-Admission Health History-Parent's Report
- ☐ #5 Physician's Report; Date of physical: _____ (good for 2 years)
- ☐ #6 Consent for Administration of Meds (sign even if no meds; update as needed)
- ☐ #7 Consent for Emergency Medical Treatment
- ☐ #8 COVID-19 Acknowledgement
- ☐ #9 Notification of Parents' Rights
- ☐ #10 Personal Rights
- ☐ #11 Family photo and love note to child in case of emergency
- ☐ #12 Authorization to Treat a Minor
- ☐ #13 2x2 Photo of your child's face (print his/her full name on backside)

Also Required:

- ☐ #14 Social Media Policies Form
- ☐ [2025-26 Online Registration Forms](#) (or scan QR code)
- ☐ **Check Payable to Tustin Community Preschool:** Check #: _____ or Zelle ☐

One Child: Materials Fee (\$150) + First Month's Tuition (\$195 or 250) = \$345 or \$400
2nd Child: Materials Fee (\$150) + First Month's Tuition (\$175 or 225) = \$325 or \$375



SCAN ME



Dear Preschool Parents:

February 2025

Welcome to the 2025-2026 school year at Tustin Community Preschool! We're looking forward to a great year. Enclosed are medical and general information forms that need to be on file for you and your child **before school starts**. The laws governing preschools in the State of California require over half of these forms. Until the necessary records are on file at TCP, your child may not attend class. Please fill these forms out carefully and completely to ensure a successful start to the school year.

If this is your child's first year at TCP, your pediatrician must complete and sign the Physician's Report (form #5) to verify that your child has received the appropriate immunizations. The State requires that children receive vaccinations against *measles, varicella (chickenpox), mumps, rubella, polio, DTP, Hib and Hepatitis B*. Please indicate to your child's pediatrician that we need the specific dates of each immunization listed on the form. Make your doctor appointment ASAP.

2nd year students most likely do not need a new physician's report (since they're good for 2 years from the date of the physical); however, we do need parents to let us know if anything has changed with regard to your child's health since last year. Please include a photocopy of your child's immunization record regardless of any changes.

In addition to your child's immunization requirements, we are now required to show proof of the following vaccinations for all working volunteers: *Influenza, Pertussis (Whooping Cough), and Measles*. Please see "Working Parent's Vaccination Requirements" in the working parent packet for more info.

New working parents who will be working at the school are required to have a doctor sign the Health Screening Report and **provide results for a current TB test (good for 4 years)**. **Working parents who are returning are required to submit updated health forms every other year and an updated TB test or x-ray (if needed) every 4 years**. Any other parent or grandparent who will be working at the preschool must also meet these requirements.

Please complete all forms included in this packet and return them with your materials fee and first month's tuition no later than packet drop-off June 11, 2025 between 10am and 1pm.



Save the Dates (an exact list of dates will be provided at packet drop-off)

Registration Packet Drop-Off: Packets are due back no later than **June 11, 2025** between 10:00 a.m. and 1:00 p.m. at TCP (you may return them to the office any time prior as well). Membership coordinators will be on hand to collect and go over your forms with you at packet drop-off. Your class VPs (liaisons/working parent schedulers) will also be on hand to meet you!

Welcome Back Popsicle Party: This is a fun event to give new and returning families a chance to meet with the Director and see the school. Students and all family members are welcome. **It is typically held on an afternoon a few weeks before school starts.**

Parent Orientation: **Normally on an evening at the end of August** in the TPC big hall. This meeting is MANDATORY. Each student must have at least one working parent in attendance. Please arrange for a babysitter because children are not allowed at Orientation or the Walk-Through trainings.

Walk-Through: Attendance at one of these walk-throughs is mandatory for all parents or grandparents working in the classroom at TCP. Alumni returning working parents must attend a walk-through, unless they are entering their fourth consecutive year in the preschool. Walk-Through is an adult-only event. **You MUST attend ONE of these walk-throughs for your child to attend TCP. Starting the year off with good training and making sure everyone understands how TCP works is critical to your child (and all of the children) having a spectacular year!** Typically also at the end of August with day and evening options.

First day of school: Typically the Wednesday following Labor Day.

- Parents of new students must attend the entire first day.
- Parents of returning students are recommended to attend the entire first day

Back to School Family Night: Our Back to School Night is typically held on an evening towards the **end of September**, from approximately 5-7:30, likely at Peppertree Park. Come enjoy a night of good food, treats, and entertainment for the whole family.

We look forward to seeing you at Packet Drop-Off on **Wednesday, June 11**. If you have any other questions, do not hesitate to contact us!

Your **2025-2026** Membership Coordinators,
Rebekah Foster and Jeanne Russell, membership@tcp4kids.org



Tustin Community Preschool

Frequently Asked Questions

“I will not be able to have all of my paperwork completed by the due date.”

To secure your child's spot in the school, please complete and send all the paperwork that you can complete to us no later than **June 11**. The \$150 materials fee and first month's tuition are due with the completed packet. **Packets are due by June 11 at 1:00 p.m.**

“I will have 2 children at TCP. Do I need to fill out all of the forms for both?”

Yes. Each child will have their own file. Therefore, please complete separate packets for each child.

“Does my child's grandparent need to fill out a Criminal Report to work at the school?”

Yes, we require any parent, grandparent, or family member who works in the classroom to have a criminal report in the office records. You can get more copies from the membership coordinators or make a photocopy of your original.

“Why does TCP require Live Scan fingerprinting?”

While TCP offers a fun environment for your child to play and learn, we also want to ensure it is a safe one. That means completing a thorough background check for all working parents, who work directly with your child on a day-to-day basis.

“Is my social security number required for Live Scan fingerprinting?”

The Department of Justice has strict policies and procedures when it comes to the care and safety of citizens' (applicants') personal information. A reputable Live Scan service provider, by law, must adhere to these rules.

“I had a child enrolled at TCP two years ago. Do I still need my TB test?”

For every working parent, a current TB test is required to be on file before starting at TCP. TB tests are good for 4 years, after which time a new test must be performed.

“The results from my TB test will not be back in time for the registration packet due date.”

Please make a note of it on your admissions checklist and return the rest of the packet by **June 11**. Contact a membership coordinator to make arrangements for turning in the TB form. TB test results must be on file by the start of school.

“For the Parent's Health Screening Report (Form #3W), do I need to schedule an actual physical with my doctor?”

It depends. If you have a regular physician who knows your health history, he or she will probably sign the form when you schedule your TB test. If you haven't seen a doctor in some time, you'll need to schedule a physical. Physicals for working parents are good for 2 years.



Tustin Community Preschool

Frequently Asked Questions

“My child has had all of his/her vaccinations. Do they need to visit the doctor for an actual check up to complete the Physician’s Report of Health (Form #5)?”

No. Contact your doctor’s office and explain that you are signing your child up for preschool and that there is a vaccination and health evaluation requirement. They will be able to fill out the form by referring to your child’s health record and will mail it to you or have you pick it up when it is filled out (preferable). Some offices charge a minimal fee for filling out the form.

“How much money do I owe at this time?”

When you enrolled, you paid a \$125 enrollment fee. Due now is the \$150 materials fee and the first month’s tuition (for September). If paperwork is submitted complete by **June 11, 2025**, and after the packet has been processed and found to be complete, a \$25 credit will be applied toward a future month’s tuition (usually October). The monthly tuitions are \$195 for 2-day classes and \$250 for 3-day classes, with a 10% discount for additional siblings. There is no sibling discount for the Parent/Toddler program. Starting in October, tuition is due for that month by the 1st of the month.

“How do I pay my tuition?”

We currently utilize a Quickbooks system that sends an invoice monthly to your email that you have provided with a link to pay with a checking or savings bank account. Tuition is due on the 1st of each month, starting in October, and families are responsible for paying the monthly tuition in a timely manner. A late fee of \$25 is assessed if tuition is not paid by the 5th of each month. If families are interested, there is an option to set up an account via the payment portal to save your bank account information and sign up for automatic payments. We also accept Zelle at treasurer@tcp4kids.org.

“What is Parent Orientation?”

Parent Orientation is the first MANDATORY working parent meeting of the year. It is an opportunity to learn about the philosophy and benefits of a co-op school, as well as to become familiar with the responsibilities involved in being a TCP parent. This is an adult-only event. No children may be present. Failure to attend Parent Orientation will jeopardize your child’s enrollment.

“What is the Walk-through?”

The walk-through is a mock workday to demonstrate to working parents what to expect and what to do when they work in the classroom. This is an adult-only event and it is MANDATORY. No children may be present. All working parents (parents, grandparents, etc.) representing a student must attend one of the scheduled walk-throughs. Alumni returning working parents must attend a walk-through unless they are entering their *fourth consecutive* year in the preschool, after which they are more than welcome to come for a refresher.



Tustin Community Preschool

Frequently Asked Questions

“What is the Welcome Back Popsicle Party?”

The Welcome Back Popsicle Party is a fun social activity for parents and children. It is an opportunity for the children to come see the school, teacher, and the Director. Parents will have an opportunity to meet other parents with whom they will be working and children will become familiar with TCP.

“When will I get my committee job assignment?”

The Committee Coordinator will contact parents about their job assignments sometime after school starts. They will need time to review all Committee Job Interest Sheets and determine the best match for each job. All jobs should be assigned by the end of September or at the October parent meeting.

“How much time will my committee job take?”

Most jobs require a minimum of one hour per week beyond the normal time working in the classroom. Some jobs have times during the year that require more hours in a week, but it usually averages out to be four-six hours per month. We all pitch in to help when needed. Your child's experience at TCP will be enhanced if you have a positive attitude with your committee job, working in the classroom, and offering to help when needed!

“What is a love note?”

In case of a stressful situation such as an earthquake, a love note and family picture will be used to calm your child. For example, “Dear Sweetie Pie, Mommy and Daddy love you very much and will be at school soon to bring you home. Your teacher and the working parents will take good care of you until we come. I can't wait to see your smile and give you a big hug! Love, Mommy.” (Please do not attach toys, stuffed animals, etc.)

**Does not have to be on the provided form--feel free to write in a card, make a card, etc. if desired*

“Do I bring my enrolled child with me on work days?”

Yes. You will arrive 30 minutes before your class time to set up the classroom and stay for 30 minutes after class to clean up (or slightly longer as needed for completion). The Director or another working parent will supervise your child the entire time. Only your enrolled child may be with you on working days. Also, arriving 15 minutes or later to a scheduled work shift will result in a penalty fee of \$60 and may require you to reschedule your shift.

“What is the Materials Fee?”

The materials fee is used to cover the cost of materials for all of the wonderful art and paint projects we complete at TCP. These materials include paint, glitter, glue, paper, stickers, etc.

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

1A

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
PERSON RESPONSIBLE FOR CHILD	LAST	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

☐ CALL EMERGENCY HOSPITAL ☐ OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY
(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

1B

NAME	RELATIONSHIP

TIME CHILD WILL BE PICKED UP

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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**TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY
CHILD CARE HOMES LICENSEE**

DATE OF ADMISSION	LAST DATE OF ENROLLMENT



Student's Name: _____

Tustin Community Preschool

2025-2026 School Year

FEE SCHEDULE

2

ENROLLMENT (non-refundable): \$125 per student

MONTHLY TUITION (First month's tuition is paid with registration and is non-refundable after August 1, 2025):

<u>Class</u>	<u>Monthly Tuition</u>	<u>Yearly Tuition</u>
2-Day AM	\$195.00	\$1755.00
3-Day AM	\$250.00	\$2250.00
3-Day PM	\$250.00	\$2250.00

- Tuition may be paid in monthly installments.
- Tuition will be billed on the first of the month beginning 10/1/25 and ending 5/1/26.
- The first month's tuition is paid at time of registration and is non-refundable after August 1, 2025.
- A \$25 credit will be applied toward tuition if registration is complete on or before June 11, 2025.
- If two or more children are enrolled in the preschool, the second and third (etc.) child(ren) will receive a 10% discount on monthly tuition (2 day class - \$175/mo, 3 day class - \$225/mo). There is no discount for the parent/toddler class.
- If a child is enrolled in a secondary class (3 day class only) then \$75 will be added to tuition for one extra class per week, and \$150 will be added for two additional classes per week.
- A late fee of \$25 will be charged for tuition paid after the 5th of the month.
- A \$25 fee will be charged for all returned checks.

Additional Financial Obligations:

- Participation in mandatory fundraisers such as the annual garage sale (see Obligations Form).
- Auction tickets (\$140) will be automatically added to March 1st tuition payment if not paid for by February 21st (see Obligations Form).
- One-time \$150 materials fee is due by June 11, 2025 with the registration packet.
- Snack for the class when working as the Inside Parent (approximately four to six times during the school year, per each of your enrolled children). Snack should cost approximately \$35 each time.
- Arriving 15 minutes or later to your class work shift will result in a \$60 penalty along with the make-up of your shift.
- Three or more Extended Day Shifts per year per family must be worked by a working volunteer (see Obligations Form). A \$60 penalty will apply per shift that is missed or for which you do not sign up.
- Two or more special event shifts per year per family (see Obligations Form). A \$60 penalty will apply per shift that is missed or for which you do not sign up.
- Each family is required to send an adult male family member to work one Saturday workday per year (called "Maintenance Day"; see Obligations Form). A charge of \$125 will apply if this commitment is not fulfilled.

In the event that you need to terminate your membership contract with Tustin Community Preschool, written notice must be given 30 days in advance. During those 30 days, you are responsible for tuition and for all work shifts. Additional charges may include: buyout for work shifts, Maintenance Work Day, Special Events, Extended Days, and Fundraising obligations. Please refer to the TCP Handbook for more details.

I have read and understand in full the tuition/financial requirements set forth by Tustin Community Preschool, Inc. I am aware that full details are available in the Handbook.

Student's Name: _____

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(check all that apply)

2 Day AM <input type="checkbox"/> \$195	3 Day AM <input type="checkbox"/> \$250	3 Day PM <input type="checkbox"/> \$250	Sibling 2 Day <input type="checkbox"/> \$175	Sibling 3 Day <input type="checkbox"/> \$225	Secondary Class <input type="checkbox"/> \$75 1 day <input type="checkbox"/> \$150 2 days
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I understand that my total monthly tuition is (add all checked boxes above) _____ per month.

Name: _____

Signature: _____

Date: _____



Student's Name: _____

Tustin Community Preschool Obligations of Parents 2025 - 2026

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Tustin Community Preschool is a child-inspired cooperative preschool, where kids learn, play, create, and interact in a nurturing, safe setting.

We understand that TCP is a cooperative preschool and that parents work under the direction of a paid director/teacher.

Enrollment fees and first month's tuition are NON-REFUNDABLE after August 1, 2025.

As the parents of _____, we agree to carry out the following responsibilities of Tustin Community Preschool in addition to our monthly tuition payments:

1. Complete the school's Registration Packet that is available via the website and due back by June 11, 2025. Individuals who do not complete the packet or communicate with TCP by its due date will forfeit their child's spot in our school. A sample of the Registration Packet is available for your review in the office. **The \$150 materials fee is due with the packet.**
2. Attend the Parent Orientation Meeting, plus one of the scheduled training walk-throughs that week for all parents/grandparents who will be working in the classroom. The dates and times for orientation and the walk-through will be in the Registration Packet.
3. Participate in the classroom as a Working Parent as scheduled, *averaging from one to three times per month*. **A \$60 penalty will apply per shift that is missed.** A missed shift is defined as arriving 15 minutes or more after the start time for the work shift. If the working parent misses the shift completely, or it has been covered, they must make up an additional work shift.
4. Purchase and bring snack to class approximately four to six times during the school year, per child you have attending the school. Snack averages \$35 each time.
5. At least one parent who works in our classroom must attend a Parent Meeting on the first Tuesday of each month. The Parent Meeting begins at 7:00 p.m. with refreshments available by 6:45 p.m. At least two times per year, each parent is required to bring an assigned potluck item to the meeting. A family's obligation of assigned potluck items is one more than the number of children enrolled: (2) for 1 child, (3) for 2 children, etc. You are also required to help set up and clean up from that particular meeting. Additional work may be assigned if more than one Parent Meeting is missed.
6. In addition to being a Working Parent on scheduled days in our classroom, each family takes on a "Committee Job" which helps maintain or run our school. The timely performance of these jobs is critical to our school program running smoothly! Most jobs require a **minimum of 4-6 hours per month**.



Student's Name: _____

Tustin Community Preschool Obligations of Parents 2025 - 2026

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7. Work at least three Extended Days during the year (one every three months). Families with 2 children enrolled work 4 Extended Days. Families with 3 children enrolled work 5 Extended Days. Extended Day is a bonus program for the children from 11:30 to 2:00 p.m. Work shifts are 11:25 to 2:30 p.m. Children bring a packed lunch and the program costs \$20 per day. When you work your three Extended Day shifts, your currently enrolled child is free to attend on those days. **A \$60 penalty will apply per shift that is missed or not signed up for.** A missed shift is defined as arriving 15 minutes late for a work shift. If the working parent misses the shift completely, they must make up an additional work shift.
8. Participate in one of three scheduled Maintenance Days (6 hours on a Saturday) OR pay a buy-out fee of \$125 to TCP, \$62.50 if enrolling after February 1st. Families with 2 or more children enrolled participate in 2 Maintenance Days.
9. Work two special event shifts (i.e. clean-up crew at the St Patrick's Day Parade), one by February 1st and the second by the end of the school year. Families with 2 children enrolled work 3 special event shifts. Families with 3 children enrolled work 4 special event shifts. **A \$60 penalty will apply per shift that is missed or for which you do not sign up.**
10. Mandatory participation in TCP fundraisers, which includes the following:
 - A. Participation in our annual Fall Garage Sale. Each family will:
 - a. Donate \$50 worth of "used" clothing, furniture or household items.
 - b. Work a 90-minute shift during set-up when you bring your donations.
 - c. Work a two-hour shift during the sale.
 - B. Pay \$120 per family for our Spring Fundraiser, typically an Auction, due by February 21, 2026, or \$140 automatically charged with March 1st tuition.
 - C. Participate in an additional fundraiser if the Board of Directors decides additional fundraising is necessary.

I have read and understand the contents of the TCP Handbook (found on TCP's website at the bottom of the Tuition and Obligations page) and will act in accordance with these policies and procedures.

Parent Signature: _____

Date: _____

For more information or questions about Parent Responsibilities at TCP, please email membership@tcp4kids.org or call TCP at (714) 544-2398.

2/2

CHILD'S PREADMISSION HEALTH HISTORY - PARENT/AUTHORIZED REPRESENTATIVE REPORT

CHILD'S NAME	SEX	BIRTHDATE
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
IS / HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?		DATE OF LAST PHYSICAL/ MEDICAL EXAMINATION

DEVELOPMENTAL HISTORY *(*For infants and preschool-age children only)*

WALKED AT* _____ MONTHS	BEGAN TALKING AT* _____ MONTHS	TOILET TRAINING STARTED AT* _____ MONTHS
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PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping Cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF

4b

DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*	
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*	
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST		
	LUNCH		
	DINNER		
WHAT ARE USUAL EATING HOURS?	BREAKFAST		
	LUNCH		
	DINNER		
ANY FOOD DISLIKES?		ANY EATING PROBLEMS?	
IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	
PARENT / AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S HEALTH			

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
DOES CHILD USE ANY SPECIAL DEVICE(S): <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND:
PARENT/ AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S PERSONALITY			

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT/AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

PHYSICIAN'S REPORT—CHILD CARE CENTERS
(CHILD'S PRE-ADMISSION HEALTH EVALUATION)**PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)**

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from _____ : _____
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to _____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____

Vision: _____ Insect stings: _____

Developmental: _____ Food: _____

Language/Speech: _____ Asthma: _____

Dental: _____

Other (Include behavioral concerns): _____

Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY) (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

SCREENING OF TB RISK FACTORS (listing on reverse side)

- ☐ Risk factors not present; TB skin test not required.
- ☐ Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
____ Communicable TB disease not present.

I have ☐ have not ☐ reviewed the above information with the parent/guardian.

Physician: _____

Address: _____

Telephone: _____

Date of Physical Exam: _____

Date This Form Completed: _____

Signature _____

☐ Physician ☐ Physician's Assistant ☐ Nurse Practitioner

RISK FACTORS FOR TB IN CHILDREN:

- * Have a family member or contacts with a history of confirmed or suspected TB.
 - * Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
 - * Live in out-of-home placements.
 - * Have, or are suspected to have, HIV infection.
 - * Live with an adult with HIV seropositivity.
 - * Live with an adult who has been incarcerated in the last five years.
 - * Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
 - * Have abnormalities on chest X-ray suggestive of TB.
 - * Have clinical evidence of TB.
-

Consult with your local health department's TB control program on any aspects of TB prevention and treatment.

PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATION CHART**NOTE:** Regulation Section 101221 requires the following information be on file.

CHILD CARE CENTER NAME:	LICENSE NUMBER:	DATE:
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PARENT'S INSTRUCTIONS:

1. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
2. Prescription and nonprescription medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting child care facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

CHILD'S NAME	DATE OF BIRTH
MEDICATION NAME	DOSAGE

I authorize child care personnel to assist in the administration of medications described above to the child named above for the following medical condition/s:

From _____ to _____ at _____ daily while in attendance.
BEGINNING DATE ENDING DATE TIME OF DAY

PARENT'S SIGNATURE:	DATE:
---------------------	-------

MEDICATION CHART
Staff Documentation of Medicine Administration

DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE

Upon completion, return medicine to parent or destroy, and place form in child's record.

STAFF	DATE
-------	------



CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()



**Tustin Community Preschool ("TCP")
Acknowledgement of Communicable
Diseases Including COVID-19
Assumption of Risk**

8

In consideration of my child and our family being allowed to participate in instruction and/or events related to TCP, I, the parent/guardian of _____, acknowledge, appreciate, and agree that:

1. Participation in such instruction and/or events inherently includes possible exposure to illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH INHERENT RISKS, both known and unknown, and assume full responsibility for my and my child(ren)'s participation; and
3. I willingly agree to comply with the stated and customary in-person procedures in regards to protections against infectious diseases. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself and my child from participation and bring such to the attention of the nearest employee.

I have read this assumption of risk agreement and acknowledge that I fully understand its terms.

Parent/Guardian Signature: _____

Printed Name: _____ Date Signed: _____

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: _____

Licensing Office Address: _____

Licensing Office Telephone #: _____

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

PERSONAL RIGHTS**Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

Dear _____,
(student's name)

-affix photo here-

TCP - AUTHORIZATION TO TREAT A MINOR

blue field trip form, effective through May 2026

Minor's legal name: _____

Date of birth: _____ Last tetanus shot: _____

Known allergies: _____

I, the undersigned parent or legal guardian of the above named minor, do hereby authorize and consent to an X-ray examination, anesthetic, medical, or surgical diagnosis rendered under the general supervision of any member of the medical staff and emergency room staff licensed under the provisions of the Medicine Practice Act or a dentist licensed under the provisions of the Dental Practice Act and of the staff of any acute general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It is understood that the authorization is given in advance of any specific diagnosis, treatment, or hospital care being required but is given to provide authority and power to render care that the aforementioned physician in the exercise of his/her best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached. This authorization is given pursuant to the provisions of section 25.8 of the civil code of California.

(Your signature)

(date)

Your legal name: _____

Any restrictions to this authorization: _____

Phone number: _____

Address: _____

Secondary parent/guardian: _____

Phone: _____

Pediatrician: _____ Phone: _____

Address: _____

Insurance Company: _____ Policy: _____

TCP - AUTHORIZATION TO TREAT A MINOR

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(Your signature)

(date)

Your legal name: _____

Any restrictions to this authorization: _____

Phone number: _____

Address: _____

Secondary parent/guardian: _____

Phone: _____

Pediatrician: _____ Phone: _____

Address: _____

Insurance Company: _____ Policy: _____

All 3 quadrants
must be filled out,
identically.

12

Filling out the PDF before printing
is recommended

TCP - AUTHORIZATION TO TREAT A MINOR

blue field trip form, effective through May 2026

Minor's legal name: _____

Date of birth: _____ Last tetanus shot: _____

Known allergies: _____

I, the undersigned parent or legal guardian of the above named minor, do hereby authorize and consent to an X-ray examination, anesthetic, medical, or surgical diagnosis rendered under the general supervision of any member of the medical staff and emergency room staff licensed under the provisions of the Medicine Practice Act or a dentist licensed under the provisions of the Dental Practice Act and of the staff of any acute general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It is understood that the authorization is given in advance of any specific diagnosis, treatment, or hospital care being required but is given to provide authority and power to render care that the aforementioned physician in the exercise of his/her best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached. This authorization is given pursuant to the provisions of section 25.8 of the civil code of California.

(Your signature)

(date)

Your legal name: _____

Any restrictions to this authorization: _____

Phone number: _____

Address: _____

Secondary parent/guardian: _____

Phone: _____

Pediatrician: _____ Phone: _____

Address: _____

Insurance Company: _____ Policy: _____



2 x 2 Child Photo

13

-affix photo here-

please also write child's
name on back of photo

photo of:

(student's name)



Tustin Community Preschool

Social Media Policies Form

14

Purpose:

The purpose of this policy is to guide the use of social media by staff, parents, and classroom volunteers to ensure a positive and professional online presence that aligns with our preschool's values and mission. This policy applies to all staff, parents, and classroom volunteers of Tustin Community Preschool in order to:

- Protect the safety and privacy of our students and staff.
- Protect the school from legal risks.
- Ensure that the reputation of the school, its staff, and families are protected.

Additionally, this policy applies to all forms of social media including (but not limited to*):

- Social networking sites e.g. Facebook, Twitter, and LinkedIn.
- Image sharing sites e.g. Instagram, Snapchat, TikTok
- Video hosting sites e.g. YouTube and Vimeo.
- Community blogs e.g. Tumblr and Medium.
- Discussion sites e.g. Reddit and Quora.

*Due to the ever-changing speed of social media, this policy applies to all new social media platforms, whether or not they are mentioned. All social media platforms are relevant and included.

Tustin Community Preschool's Social Media Policy:

Professional Conduct:

- Ensure that all posts, comments, and interactions related to Tustin Community Preschool reflect positively on the preschool and do not disparage or criticize the institution, its staff, or its families.
- Only authorized individuals should manage "official" Tustin Community Preschool social media accounts. Personal accounts should not be used to represent the preschool in any official capacity.
- Address any concerns or issues privately and professionally with the school's administration.

Privacy and Confidentiality:

- We ask parents not to post photographs that contain children other than their own without express permission.
- Do not share any personal information about children, families, or staff without explicit consent. This includes names (including name-tags), birthdates, and any other identifying details.
- Respect the privacy of children and their families by avoiding the posting or discussion of personal or sensitive issues.

Tustin Community Preschool currently has public Facebook and Instagram pages.* These are valuable communication tools for the parents at our school and are a way of showing other families and our community the amazing things happening at TCP.

We will use these pages to:

- Promote fundraisers
- Update parents and alumni on special events
- Give hints and tips for activities the children have enjoyed and home learning ideas
- Deliver news
- Display photos of activities, trips or special events, and projects

* Permission regarding media consent can be found in the Admission Form completed during enrollment.

Adherence to this policy is mandatory. Any breaches or concerns should be reported to the preschool's administration. The preschool reserves the right to take appropriate action in response to policy violations.

This policy will be reviewed annually and updated as necessary to reflect changes in social media practices or legal requirements.

Contact Information: For questions or concerns regarding this policy, please contact the TCP office at office@tcp4kids.org.

X _____
Signature

Date