



A Cooperative School Inspiring
Young Children Since 1964

INSTRUCTIONS FOR FILLING OUT FORMS

This document contains instructions that you need to properly complete each form in this folder. The State of Illinois requires by law that all of your paperwork is complete in order to attend Hobson School. This paperwork is done for the protection and well-being of your child and his or her friends. It is your responsibility to double check that all documents are signed and dated and properly filled out in their entirety. Incomplete or incorrect forms will be returned to you for correction.

YOUR CHILD CANNOT START SCHOOL UNTIL THESE FORMS ARE PROPERLY SUBMITTED.

~~~~~

**1. May Tuition Deposit and Supply Fee**

- a. Must be paid according to the terms contained in the Registration Contract.

**2. Student Enrollment Record**

- a. This form must be completed *each year* for your child. Please fill this form out completely.
- b. You must include two local emergency contacts and their contact information.
- c. Please make sure that all addresses and phone numbers are complete.
- d. The Date of Enrollment is the month and year that you enrolled your child in Hobson School.

**3. Getting to Know Your Child**

- a. This form must be completed *each year* for your child.
- b. Please fill out this form completely. Our teachers use this form to prepare for the Home Visits and to welcome your child in class.

**4. Consent**

- a. This form must be completed *each year* for your child.
- b. Auto Insurance section: To drive on school field trips, you must have minimum liability coverage of \$100,000 per person AND \$300,000 per occurrence and the coverage must automatically renew every 6 or 12 months.
  - 1) Check your insurance statement or call your agent for this information.
  - 2) Parent-Child families: You may write in N/A for car insurance questions as there are no field trips in the PC classes.

**5. Original and Copy of Birth Certificate**

- a. DCFS requires all schools to see an original copy of an enrolled child's birth certificate.
- b. You must bring the original and a copy of the birth certificate to be verified by the Membership Chair or Director. The copy will be placed in the student's file and the original will be returned to you.

## 6. Medical Form (Physical Exam and Vaccinations)

- a. State law requires that your child have a physical exam within 6 months prior to his/her **initial** enrollment in a licensed pre-school in Illinois and every two years thereafter.
  - 1) New students - we cannot accept a medical form dated prior to March 1, 2016.
  - 2) Returning students - you may use a physical performed within the past 12 months.
- b. Please check that the doctor notes all required information on the medical form including, but not limited to:
  - 1) Tuberculosis (TB) Risk Assessment: All children are required to have a TB risk assessment performed. Please check that the doctor notes on the medical form that either 1) a test is not needed or 2) if a TB test is performed, the *results* of the test are noted.
  - 2) Lead Screening Assessment: All children are required to have a Lead Screening assessment performed. DuPage County is a low risk area and your doctor may decide that a lead test is unnecessary. However, the doctor must still assess your child's risk and document it on the form. Please check that the doctor notes on the medical form that either 1) a lead test is not needed or 2) if a lead test is performed, the results of the test are noted.
- c. Immunizations: DCFS requires certain vaccinations including the Varicella (Chicken Pox) vaccine.
  - 1) Your doctor must note the dates of each vaccination.
  - 2) If you do not have the required immunizations, your doctor must indicate it on the **Alternative Proof of Immunity** section or you must provide a letter.
  - 3) If your child has had chicken pox, you must have the doctor fill in the section on the medical form stated **Alternative Proof of Immunity** located under the immunization section on the front page.
  - 4) **Exemption: If you do not immunize your child or have them receive TB test or physical examinations because of religious reasons, you must write and sign a letter stating this exemption and attach it to the medical form.**
- d. Parent Section: You must complete, sign, and date the medical history section in the upper left corner of the medical form.
- e. Doctor Signatures: Please make sure that the doctor has signed and dated the medical form in both places requiring his/her signature.

## 7. DCFS Licensing Standards website and Verification of Receipt

- a. Please review the DCFS Summary of Licensing Standards online at [http://www.illinois.gov/dcf/brighterfutures/childcare/Documents/CFS\\_1050-52\\_Summary\\_for\\_DCC.pdf](http://www.illinois.gov/dcf/brighterfutures/childcare/Documents/CFS_1050-52_Summary_for_DCC.pdf)
- b. You must sign the enclosed Verification of Receipt form.

Thank you for taking the time to complete and submit these forms. If you have any questions regarding Hobson School's enrollment forms please contact the Membership Chair at [membership@hobsonschool.org](mailto:membership@hobsonschool.org) or the Director, Beth Wilson, at [director@hobsonschool.org](mailto:director@hobsonschool.org).