

# *How to Enroll in Lodgic Kids Camp*

Looking to use Lodgic Kids Camp? Make sure your ducks are in a row. There are a variety of forms and requirements to prepare in order to get your child enrolled. **You'll only need to do this once, then you can use Lodgic Kids Camp any time, any way you want!**

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## **1. Download and fill in your enrollment forms.**

You can **get hard copies of these at the Kids Camp desk or download your own at [www.lodgic.org/kidscamp/enroll](http://www.lodgic.org/kidscamp/enroll)**. Please print enrollment packet single sided. If you have any questions about these forms, please feel free to call us at 217-607-8184.

## **2. Gather your documents.**

You'll need to get a few things together so we can get you started.

We cannot enroll any child without these documents:

- ☐ Your **child(ren)'s birth certificate**.
- ☐ **State of Illinois Certificate of Child Health** per child. (**TB and Lead sections** must be indicated in some way and must not be left blank.)
- ☐ Your **enrollment packet**, completed and signed.

## **3. Come in to get set up.**

**Once you have your forms and documents, pop in to Kids Camp and one of our friendly staff will process your enrollment forms.** While you are there, choose the plan that's best for you! We have Kids Camp plans to suit all needs; our Pay as You Go, Prepaid, and All-Access plans provide the ultimate in freedom and flexibility, and our extended hours mean you can have easy, reliable childcare when you need it most.

## Enrollment Form

### General

**Parent/Guardian Name** (Last, First): \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_ *\*Note: This person can pick up anytime.*

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Place of Employment Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**Parent/Guardian Name** (Last, First): \_\_\_\_\_

Relationship to the Child \_\_\_\_\_ ☐ Okay to Pick Up ☐ Same Address

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Place of Employment Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

### Child(ren):

1<sup>st</sup> Child's Name and DOB: \_\_\_\_\_ 2<sup>nd</sup> Child's Name and DOB: \_\_\_\_\_

3<sup>rd</sup> Child's Name and DOB: \_\_\_\_\_ 4<sup>th</sup> Child's Name and DOB: \_\_\_\_\_

**Persons Allowed to Pick Up and Emergency Contacts** (Other than Parent/Guardian) **Code Word:** \_\_\_\_\_

(Contacts picking up the above children must provide the Code Word and Valid ID in order to assume responsibility if parents are unavailable.)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Okay to Pick Up Anytime? ☐ Yes ☐ No Okay to Pick Up Anytime? ☐ Yes ☐ No

### Medical and Dental

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Hospital of Choice: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Insurance Carrier and Policy Number: \_\_\_\_\_

If the Child(ren) have any of the following: **(Identify by child's name for each explanation)**

Any allergy conditions? \_\_\_\_\_

Dietary restrictions? \_\_\_\_\_

EpiPen/Inhaler: ☐ Yes ☐ No Medications: ☐ Yes ☐ No

Instructions: \_\_\_\_\_

I give staff permission to label my child with listed allergy while in center: ☐ Yes ☐ No

Any special needs we should be aware of? \_\_\_\_\_

Medical problems? \_\_\_\_\_

Physical Challenges? \_\_\_\_\_

Restrictions for play—outdoors? \_\_\_\_\_

Restrictions for play—indoors? \_\_\_\_\_

Food likes and dislikes? \_\_\_\_\_

Fears \_\_\_\_\_

Does the child take a nap? Sleeping patterns? \_\_\_\_\_

Is the child toilet trained? \_\_\_\_\_

If the child is an infant, what are the feeding instructions? \_\_\_\_\_

I give permission for my child(ren) to watch a movie at Lodgic Kids Camp: ☐ Yes ☐ No PG Movie? ☐ Yes ☐ No

I give permission for my child (ren) to have sunscreen applied at Lodgic Kids Camp: ☐ Yes ☐ No

I GIVE MY CONSENT FOR THE ABOVE-NAMED CHILD(REN) TO RECEIVE EMERGENCY MEDICAL OR DENTAL TREATMENT IN THE CARE OF A PHYSICIAN AND/OR HOSPITAL OR CLINIC, AND I HAVE RECEIVED THE CENTER'S POLICIES AND PROCEDURES AND WILL REVIEW THEM THOROUGHLY SO THAT I MAY UNDERSTAND THE RIGHTS AND PROTECTION OF MY CHILD(REN) AND THE POLICIES, PROCEDURES, AND RULES OF THE CENTER.

**Date of Enrollment** — Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Director/Caregiver \_\_\_\_\_ ☐ Policies and Procedures

**First-Year Review** — Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Director/Caregiver \_\_\_\_\_ ☐ Policies and Procedures

**Second-Year Review** — Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Director/Caregiver \_\_\_\_\_ ☐ Policies and Procedures

ALL INFORMATION SHALL BE REGARDED AND HANDLED CONFIDENTIALLY

## **Center's Policies and Procedures**

### **Philosophy and Purpose**

**Jump in!** Lodgic Kids Camp is a flexible, play-based learning environment of discovery and exploration. Intentionally designed for today's on-the-go families who juggle priorities, Lodgic Kids Camp helps families balance what's important to them by providing come-and-go, drop-in childcare that is safe, fun, and dependable. It is a high-quality early childhood education experience with a distinct focus on caring for others, social responsibility, and community contribution.

**Experienced!** Our Lodgic Kids Camp curriculum is a reimagined adaptation of our 100-year foundation and legacy, Mooseheart. Mooseheart was established in 1913 by the Loyal Order of Moose and began as a home and school in rural Illinois to care for children facing life circumstances beyond their control. Today, the Mooseheart flagship campus has grown so large it has its own ZIP Code and represents an unrivaled expertise in residential child development and building community character. We believe in and promote the promise of potential that is inside every child.

**From the heart!** Our six Big Moose Heart Values are the timeless pursuits that drive the Lodgic Kids Camp experience: Empathy, Caring, Respect, Kindness, Responsibility, and Service. These values are embedded into the Lodgic Kids Camp Curriculum where 26 specific social skills are modeled into the fun activities of every day.

**Every moment!** Our professionally trained staff focuses on being attentive to creating positive, lasting social and emotional competency. We aim to be ready for teachable moments that can happen at any time. Staff training also includes Lodgic Kids Camp curriculum, guidance strategies, state-required training, and ongoing early childhood professional development.

**Nourishing!** We believe in promoting healthy character and healthy bodies. We believe discovery and growth happen best with natural environments and wholesome materials. Our food is nutritious, and our play-based learning is styled to be outdoorsy, hands-on, and interactive.

### **Lodgic Organization**

Lodgic is a brand-new concept and subsidiary of Chicago-based Moose International. The iconic Loyal Order of Moose is one of the world's oldest and largest fraternal order and community service organizations. Moose has a rich history of providing social opportunities and activities through local lodges. Now, it has designed and developed this new, innovative concept completely separate from its traditional lodges to serve a whole new audience — modern working families — in the way they live today.

The Board of Directors of Lodgic Kids Camp, Inc., acknowledges that the LICENSING STANDARDS FOR DAY CARE CENTERS Section 407.70 requires the governing board of the day care center to be legally responsible to the Department for maintaining the standards set forth. The Board of Directors delegates responsibility for day to day compliance with the STANDARDS to the CHILDCARE DIRECTOR, Cherie Mondrella. In the absence of the CHILDCARE DIRECTOR, THE ASSISTANT DIRECTOR will be responsible for the day-to-day compliance with the STANDARDS.

Lodgic Kids Camp is located at 1807 S. Neil Street, Champaign, Illinois, 61820, 217-607-8126.

### **Liability Insurance**

Lodgic Kids Camp meets the licensing standard of carrying public liability insurance in the single limit minimum amount of \$300,000 per occurrence.

### **Release of Confidential Information**

All records will remain confidential. If information is requested by outside persons or agencies, a specific written request signed by the person requesting the information shall be obtained and placed on file at the facility prior to the release of the information. Except in extreme emergency or when there is evidence of child abuse or neglect, any child 12 years of age or older must be informed of such disclosure of information. Authorized Department licensing representatives, Department child protection investigators, or other Department representatives who have the Department Director's written authorization shall have access to the day care center's records and reports. All persons with access to records and reports shall respect their confidential nature.

## Ages of Children Accepted

Lodgc Kids Camp is licensed by the Illinois Department of Child and Family Services for children between 12 months and 12 years of age. There is a maximum capacity of 48 children per hour. The center maintains all the appropriate staff-to-child ratios as outlined by the Illinois DCFS. Please refer to our posted staff-to-child ratios or the Illinois DCFS regulations for updated ratios.

The flexible enrollment allows for families to choose the childcare times that work with their schedules. Children can be dropped off anytime during the center's hours of operation. The maximum time allowed by the DCFS license for this facility is 12 hours per day.

## Hours of Operation

Monday-Thursday	6:30 a.m. – 9 p.m.	(last drop off time at 7:30pm)
Friday	6:30 a.m. – 10 p.m.	(last drop off time at 8:30pm)
Saturday	9 a.m. – 10 p.m.	(last drop off time at 8:30pm)
Sunday	Closed	

The center is closed for the following holidays: New Year's Eve (close early), New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas. For other holidays, notice will be visibly posted for your convenience.

## Your child's first visit

For the health and safety of your child, the State of Illinois requires that you provide us a substantial array of documentation. We recommend that you **plan ahead** for your very first visit.

- The Lodgc Kids Camp parent child information sheet.
- State of Illinois Certificate of Child's Health Examination. (see Documentation Detail).
- A copy of your child's immunization records (see Documentation Detail).
- A certified copy of your child's birth certificate (see Documentation Detail).

## Your child's subsequent visits

Drop in, drop off. That's all there is to it.

## Drop off and pick up

All children must be signed in and out at all times. A phone number must be provided where you can be reached in case of emergency. An additional emergency contact (other than parent) is also required for all children upon enrollment. All emergency contacts and persons allowed to pick up must be 18 years of age or older. If another person will be picking up your child, you will need to notify us when you drop off. The person picking up the child will need to know the "code" word selected on the family's original application and will also need to provide us with appropriate identification before the child is released.

Punctuality during the Center's closing time is greatly appreciated. Please note that once the center closes, there is a \$1 penalty for every minute you are late. Fees will be collected at that time in cash or check only. This fee cannot be taken out of package accounts. Discounted pricing is not valid after closing. **It is our policy that once the center closes, our employees physically check the entire center to ensure that no children are present.**

## Enrollment and fee rates

There is an annual family enrollment fee of \$60. Thereafter, the fee is due each year on the first day of your anniversary month. If you use the services of another Lodgc Kids Camp, the enrollment fee and new paperwork will be required at that location also.

**Pay-as-you-go Rates:**

1	Child	\$12.00	2	Children	\$17.00
3	Children	\$22.00	4	Children	\$27.00

**Flextime Prepaid Rates:**
**25 Hours**

1	Child	\$275 (\$11.00)	2	Children	\$375 (\$15.00)
3	Children	\$450 (\$18.00)	4	Children	\$525 (\$21.00)

**50 Hours**

1	Child	\$500 (\$10.00)	2	Children	\$700 (\$14.00)
3	Children	\$850 (\$17.00)	4	Children	\$1000 (\$20.00)

**75 Hours**

1	Child	\$675 (\$9.00)	2	Children	\$975 (\$13.00)
3	Children	\$1200 (\$16.00)	4	Children	\$1425 (\$19.00)

**100 Hours**

1	Child	\$800 (\$8.00)	2	Children	\$1200 (\$12.00)
3	Children	\$1500 (\$15.00)	4	Children	\$1800 (\$18.00)

**Enrollment and Flextime prepaid packages expire after one year. All Access expires monthly and the enrollment fee expires after one year.**

**Additional Staffing:** \$2/hr additional per child (needs assessed by Director).

**All-Access Monthly** (limited spaces, contact center director for availability)

**Meals and Snacks included**

1	Child	\$900 per month	2	Children	\$1,500 per month
3	Children	\$1,900 per month	4	Children	\$2,300 per month

Payment for childcare, food, and registration is due in full upon services rendered. **All payments made for enrollment, snacks, meals, packages, etc., are not refundable, regardless of reason or circumstance. Prepaid packages expire after one year. All-Access Monthly expires at the end of the month and begins at the first of the month. All-Access Monthly cannot be pro-rated.**

Package hours may be used at any time except during special promotions. If monies are owed or a previous package shows a negative amount, a \$10.00 fee will be assessed daily starting on the day the money is owed. Method of payment accepted is cash, check, MasterCard, Visa, Discover, and American Express. If a payment is returned due to insufficient funds, a \$30 fee will be assessed, and a cash or credit card payment is due immediately.

**Active Enrollment, Withdrawal, and Termination**

Your enrollment is considered active upon receiving your child's birth certificate within 30 days from enrollment, completed Parent Information Sheet, and State of Illinois Certificate of Child's Health Examination. The Parent Information Sheet and Certificate of Health is required to be renewed and updated yearly at your annual registration and replaced with all new paperwork after a two-year period. You will be required to submit an up-to-date immunization record if your child's record becomes outdated or your child receives updated immunizations.

We reserve the right to refuse service at any time. The following situations will not be tolerated but are not limited to: abusive language or behavior toward staff, divorced-parent disputes, lack of payment, any behavior that becomes a threat to self or others, excessive tardiness or abuse of the state-mandated attendance policy for licensed childcare centers, and disregard of the center's policies. Parents also may withdraw at any time.

If it is determined by the Center Director that it is in the best interest for your child to be withdrawn from enrollment, a meeting will be set up to discuss ways to reasonably accommodate the social, emotional, and physical needs of your child. The Center Director will provide supportive referrals to local agencies or facilities that are specialized to assist your child's needs. If your child has been withdrawn for behavior challenges, the Center Director will assist your family in developing a behavior plan with the goals to teach the child positive reinforcement skills that could result in a successful outcome to enroll back into Lodgic Kids Camp.

## **Roll Call**

Our staff conducts regularly scheduled physical roll calls throughout the day. All staff is required to know the attendance of children along with their age and state requirements for licensing.

## **Special Needs Services**

If your child requires special needs assistance, please address those needs to the Center Director for the staff to accommodate those needs. The center operates in compliance with the Americans with Disabilities Act. If one-on-one care is determined necessary for your child, an increased hourly rate may need to be applied. Rates will be determined by the Director if further evaluation is necessary. Children with significant needs will be required to make an appointment with the Center Director to discuss their needs, and parents will be required to request services 48 hours prior to visit. This ensures the appropriate staffing ratios to provide accommodation to facilitate your child's specialized childcare services.

Our goal is to develop a team-based plan with community resources, parents, and staff to help children be successful in a group childcare setting. If we are unable to meet your child's needs, the Center Director will assist with the community resources to assist your family.

## **Activities**

Lodgic Kids Camp serves to provide families with quality, play-based, multisensory and multidisciplinary early childhood education on a flexible basis, when they need it most. In our clean, safe, and aesthetically alluring learning environment, children feel safe, secure, and inspired to explore and engage, having time and space to learn and grow at their own pace. With our child-centered approach, we put children's needs and interests at the forefront and allow them to guide teachers in their lesson planning as interests emerge organically. We do this because we know that children learn best when they are fully engaged in what they are interested in — and not necessarily what might happen to be on any given teacher's agenda.

Lodgic Kids Camp teachers tailor individual learning experiences to each child's individual learning style — visual, auditory, and kinesthetic — this way, no child is left behind. In each of our children's activities, teachers aspire to extend learning into multiple learning disciplines (literacy, math, science, art, music, dramatic play, and physical education). Teachers also strive to enhance all areas of development in each activity a child engages in (social, emotional, cognitive, language, and physical — both fine and gross motor). To help achieve this objective, children can freely explore various areas, or "learning centers," which serve to deliver a well-balanced learning experience across all these academic disciplines and areas of development. These centers include: Library, Writing Lab, Math & Manipulatives, Building Blocks, Music & Movement, Creative Arts Studio, Science & Discovery, Sensory Play, Dramatic Play, and the Outdoor Playground.

## **Siblings**

Lodgic Kids Camp allows for an older sibling in another room to visit a younger sibling to assist in the transition and autonomy skills by providing comfort of a familiar family member.

## **Quiet Time**

If your child will be with us between 12:30 p.m. and 1:30 p.m., or between 8:30 p.m. to closing time, we encourage you to bring a blanket, sheet, and pillow for your child to rest on during our Quiet Time. The Center will also provide these items. Younger children will be provided cots for resting and sleeping. Infants and toddlers will be allowed to rest or sleep according to each child's individual pattern, as determined in consultation with parents.

Older children will be allowed to read, color, or complete a quiet activity during this time.

Children 2 years of age and older, who are in the program during evening quiet time hours, will have the opportunity to participate in a quiet activity, rest, or watch a movie. If a movie is an option, the time will be no more than 60 minutes and will be age-appropriate and educational.

Lodge Kids Camp practices a safe sleep environment and will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses. The cribs will have a firm mattress covered by a tight fitted sheet and will be free from mobiles, loose bedding, toys, and other soft objects. Infants will not be placed to sleep on any soft surfaces. Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in a separate crib. The crib will have NO toys, blankets, pillows, wedges or other infant positioners, pillow-like toys, bumper pads, quilts, sheepskins, loose bedding, towels, wash clothes, stuffed toys, or other objects. Nothing will be allowed to be placed with sleeping infants age 14 months of age or younger. All children 14 months of age and younger will sleep in cribs. All children 15 months or age and older will sleep on cots. School-age children may rest on large pillows or mats.

All staff will take and complete the Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome (SBS) trainings within 30 days after hire. Every three years, all childcare staff, including the center directors, will receive training on the nature of Sudden Unexpected Infant Death (SUID), SIDS, and the safe-sleep recommendations of the American Academy of Pediatrics.

## Identifying Children

Due to the nature of flexible attendance, each child will be identified with a removable sticker displaying their name and cubby number. Per HIPPA regulations, parents will need to provide written authorization on the attendance log allowing the center to use additional identification for allergies that will be visible to teachers, other children, and families. Please notify the Center Director if you do not want your child identified by this process. The Center Director will make reasonable accommodations to provide alternative identification.

## Guidance Strategies

Lodge Kids Camp programming and curriculum will use developmentally appropriate and effective teaching strategies that reach children at their level, taking into consideration a child's learning style, needs, interest, and cultural background. Teachers will foster social and emotional competence in children and teach children the life skills to manage themselves, understand the perspective of others, interact successfully, and make appropriate choices. Teachers will recognize positive behaviors that link to the programming values of Respect, Kindness, Empathy, Caring, Responsibility, and Service. Children will be motivated by earning incentive awards that focus on positive behaviors, achievements, and successes within the learning environment.

## Discipline Policy

Lodge Kids Camp Staff will not use corporal punishment in any manner upon a child. Corporal punishment is defined as the use of physical force to the body as a discipline measure. Staff will not use any strategy that hurts, shames, or intimidates a child to comply. Food will not be used as a form of reward or punishment. Time-out will only be used for when a child needs to calm down away from the group. Time-outs will not be used as a form of discipline to gain compliance.

When **Positive Guidance** techniques do not work, teachers will engage in full **Positive Corrections** with the goal of teaching the child an acceptable replacement behavior and why the replacement behavior is beneficial to them.

## Illnesses, Accidents, and Injuries

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the child care staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present and facilities available to care for the ill child. 1) Children with diarrhea and those with a rash combined with fever (oral temperature of 101° F or higher or under the arm temperature of 100° F or higher) shall not be admitted to the day care center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.

Children may not attend with the following symptoms:

- Fever 99.9 degrees and higher. Children are required to be fever free for 24 hours without taking fever reducing medication. If a child receives medicine the night before, then that still means they cannot attend the center the next day.
- Children must be 24 hours free of vomiting and diarrhea.
- Children with strep throat will need to be on antibiotics for 24 hours and without fever before returning to the center.



- Children with flu, bronchitis, or pneumonia will need a doctor's note stating they have been cleared to participate in a childcare setting.
- Children with ear infections must be on antibiotics and fever free for 24 hours before returning
- Conjunctivitis/pink eye will require a doctor's note to return and children will be required to be on medication for 24 hours before returning.
- The center requests that children with head lice do not return until all nits have been removed.

Children with a common cold will be assessed on an individual basis. Factors of consideration will include the developmental level of the child in congruence with the ability to limit the spread of germs. For younger children it is more difficult to keep the spread of germs due to hand-to-face contact, mouthing of toys, nasal discharge, and uncovered sneezing/coughing.

A child should be well enough to actively participate throughout the day. In some cases of serious or unexplainable illnesses a doctor's medical clearance may be required prior to admission back to the center.

Please be courteous of all children enrolled in the program and refrain from bringing a sick child into the center.

If your child develops symptoms of any of the above, you will be called immediately to pick up your child and you must arrive within 30 minutes from the notification. It is at the discretion of the Director to require a physician's note to re-admit a child. For the safety of all children, we follow all health department regulations for illnesses.

If your child receives a minor injury while in our care, our staff will administer basic first aid in compliance with our licensing requirements of soap, water, ice, and hugs and, if needed, bandages. In the event of serious injury, allergic reaction, or life-threatening situation, 911 will be contacted, then the appropriate guardians and emergency contacts will be notified. Serious injuries will be reported to the State Licensors. All injuries will be recorded and kept in the child's enrollment file for record.

## **Weather**

Illinois can face difficult winter weather. It is imperative for you to stay up-to-date on conditions during the winter months when your child is in our care. Please refer the Lodgic Kids Camp website or Facebook page for updated information throughout the day for announcements regarding closures. Upon worsening snow storm conditions or blizzards, parents will be called to pick up child(ren). News reports will be monitored closely by a designated employee. The center will close early for the safety of our staff. Children of all ages are encouraged to participate in daily age-appropriate outdoor time, weather permitting. In inclement weather, active play shall be encouraged and supported in indoor play areas. Please make sure your child is dressed appropriate for the weather conditions outdoors and well as indoors.

## **Security**

Security cameras are in place to monitor the safety and security of the children and staff. If necessary, recordings can be reviewed only by Lodgic Kids Camp management, licensing agencies, and proper authorities.

## **Transportation of Children**

Lodgic Kids Camp cannot provide transportation for children to or from the center. In the event of an emergency however, appropriate transportation will be provided. Lodgic Kids Camp does not conduct field trips or off-site excursions.

## **Visitor Policy**

The center also monitors all visitors entering the facility during operating hours. All visitors entering the center are required to sign the visitor log and show picture identification.

## **Emergency Policies**

Lodgic Kids Camp is committed to the safety of its children and staff. This center meets and seeks to exceed all safety requirements and inspections required by the appropriate state agencies. These inspection reports are kept on file at each location. All staff is required to be trained in crisis management, tornado drills, and fire drills. They are required to become certified in first aid, CPR, Heimlich, and Standard Precautions trained upon employment. In the event of an emergency, children will be evacuated to a designated safety zone away from the center. Updated contact information is critical in notifying parents in the event of an emergency. At each visit, please ensure that you give us a phone number where you are immediately accessible.

Various emergency contingencies:

**Fire:** The staff will gather all children and lead them safely outside the building to a designated safe spot. Parents will be notified immediately and will be directed to the designated area for pick up.

**Tornado:** If the center is placed in tornado watch, staff will continue to monitor the weather for updated information. Once the center is placed in a warning, the staff will calmly lead the children to the designated tornado safety area.

**Abandoned Child:** If a child is left in our care for more than thirty minutes past closing time and we are unable to reach any of the emergency contacts the parent has provided, we will be notifying the local police.

**Missing Child:** The staff monitors attendance of all children upon arriving and departing the center and completes a scheduled roll call regularly throughout the day. In the event of a missing child, the police will be called, and parents will be immediately notified.

**Intoxicated Parents:** In the event a parent/guardian is observably intoxicated, we will recommend they make other transportation plans for their children. If the parent/guardian chooses to leave with their children, be advised that the staff member will call the local police department and social services to report their suspicion of intoxication.

**Crisis:** The center is equipped with a Crisis and Disaster Response Plan and Hazardous Material Removal Manual. This Manual is available upon request at the front desk. Upon hire, all staff is required to complete this training.

## Personal Belongings and Money

The center is NOT responsible for lost or stolen items. We recommend that you label any belongings with your child's first and last name. Unidentified items found at the center will be placed into a lost and found container for two weeks. At the end of two weeks, items will be donated to Mooseheart Child City and School or another local charity. Our staff will do their best to ensure all items are returned to you at the end of the visit, but it is helpful for parents to double-check for all items before leaving the center.

## Medications

If your child requires medication, a Medication Administration Authorization must be signed by your prescriptive authority and returned to Lodgic Kids Camp before medication can be administered. This form will be required to be updated annually. You may obtain this form from the center or online at [lodgic.org/Champaign](http://lodgic.org/Champaign). We will only be allowed to accept medication if it is with the original prescription label and not expired. Medication will be stored in a locked box, accessible to and administered by trained delegated staff only. For the safety of younger children, school-age children are not allowed to carry and self-administer their prescribed medication. Over-the-counter medications must remain in the original container and shall be clearly labeled with the child's first and last name. Medications will be dispensed in accordance with manufacturer's instructions when provided by the parent with written permission. Home remedies, including homeopathic, shall never be given to a child. Medication must be sent home every day. Medication not picked up within a week of a visit will be destroyed in the appropriate manner as delegated by our nurse consultant. Upon parent agreement, children will be labeled with an Allergy Tag listed with the allergy. If you do not wish for your child to be labeled due to HIPPA regulation, staff must be notified before your child enters the facility. Lodgic Kids Camp complies with the Nurse Practice Act.

## Chef-prepared Meal Time and Snack Time

Nutritious Lodgic Kids Camp meals are always prepared fresh and delivered directly from our on-site kitchen. Adequate and appropriate food will be served according to the amount of time the child spends at the center. The center is required by DCFS licensing standards to provide  $\frac{1}{3}$  to  $\frac{2}{3}$  of the child's daily nutrient needs depending on length of stay, as outlined in the chart below.

Time Present Per Day	Number of Meals and Snacks Per Day
Two to five hours	One snack
Five to ten hours	One meal and two snacks or two meals and one snack
More than ten hours	Two meals and two snacks or one meal and three snacks

Your child will be served a meal or a snack if he/she is present during the scheduled meal and snack times. All meals and snack times will follow the nutrient needs based on the current recommended dietary allowances set by the Food and Nutrition Board of the National Research Council and will be at intervals of not less than 2 hours and not more than 3 hours apart, unless the child is asleep. Meals and snacks are automatically tracked and conveniently added to your hourly drop-in fees. Meals are \$5 **each**, and snacks are \$3 **each** (sales tax included). Meals are served at 8 a.m., 12 noon, and 6 p.m. Snacks are served at 10 a.m., 3 p.m., and 8 p.m. If your child's length of stay falls outside the regularly scheduled meal and snack times, the center will provide the appropriate meal or snack if needed. It is a licensing requirement for children to eat

based on these licensing standards and your account will be charged accordingly. Outside food is **ONLY** permitted when a child is required to have a special diet due to medical reasons, allergic reactions, or religious beliefs. Outside food will be provided according to the written instructions from the child's clergy and/or the child's medical provider.

The following will be required for outside food:

1. Information on special diets shall be obtained in writing from the parents and/or medical providers and maintained on file at the childcare center.
2. Records of food intake shall be maintained when indicated by the child's medical provider.
3. When providing a special diet causes undue hardship or expense for the childcare center, meals or portions of meals shall be provided by the parent upon written agreement of the parent and the center. The parent shall be responsible for the safety of food brought into the center.
4. Potentially hazardous and perishable food will be refrigerated immediately upon arrival.
5. Special foods provided by parents shall be clearly labeled with the child's name, date and identity of the food, and cannot be shared by other children.

## **Toilet Training**

It is requested that your child be completely toilet trained if wearing underwear. Staff will assist in toilet training and children will be required to be in a pull-up or diaper during this process.

## **Diapers and Diaper Changing**

Children in diapers should arrive in a clean, dry diaper. Please notify the staff member by filling out a Diaper Changing Form so your child may be placed onto the diaper changing schedule. Diapers can be purchased for \$3. There is no charge if you provide your own diapers for your child. Over-the-counter ointments used for diaper rash cannot be used without written permission and cannot be administered on open wounds.

## **Family and Staff Communication**

Lodgic Kids Camp is committed to fostering a positive environment of mutual respect and open communication between parents and staff. Staff will provide parents/guardians feedback of the child's visit which may include social and emotional interaction, dietary information, diaper/toilet training, and hygiene requirements, if necessary. If you require a more detailed report on the progress of your child, a conference may be set up with the Lodgic Kids Camp Director.

Questions or concerns may be addressed to the Lodgic Kids Camp Director. If you are unable to resolve a situation with the Director, concerns may be submitted in writing to the Lodgic Everyday Community Executive Director, Jori Orsini, who can be reached at 217-607-8126 or [jori.orsini@lodgic.org](mailto:jori.orsini@lodgic.org). If you feel that your concern is not resolved, a mediation meeting may be set up at the discretion of the Lodgic Everyday Community Executive Director at a mutually agreed-upon time.

Lodgic Kids Camp is licensed by the State of Illinois, Department of Child and Family Services. If you have concerns about the policies and procedures of this center or its staff, you may contact them at 1-877-746-0829.

## **Hiring Staff Outside of Lodgic Kids Camp**

It is a strictly enforced policy that currently employed Lodgic Kids Camp staff may not solicit nor accept offers for babysitting, childcare, or any other types of services from any family who is using, or has used, Lodgic Kids Camp.

## **Suspicion of Child Abuse Reporting**

Lodgic Kids Camp Staff are mandated reporters and are legally required by law to report suspected child abuse or neglect to the relevant authorities.

A "how to report" child abuse form is available for all parents, as required by law. If at any time you suspect child abuse, please call 1-800-25-ABUSE (1-800-252-2873) or your local police department.

## **Documentation Details**

- Statement of Health: A child's statement of health shall be signed by a physician and dated less than six months prior to enrollment of toddlers and preschool children; school-age children may provide a copy of the most recent regularly scheduled school physical. The statement of health must include a tuberculin skin test by the Mantoux method and the

results of that test. For children from the ages of one to six years, the statement of health must include that the child has been screened for lead poisoning or that a lead risk assessment has been completed.

- **Immunization Records:** Exceptions made for children who should not be subject to immunizations or tuberculin tests for medical reasons shall be indicated by the physician on the child's medical form. If your child is enrolled in another facility, we can accept copies of state-approved medical documentation from that center if it is less than one year old. If you are exempt from immunizations, you will be required to contact the Center's Director for information on how you can comply with State requirements.
- **Birth Certificate:** You are required to provide an official copy of your child's Certificate of Birth or other reliable proof of identity and age of the child. If a certified copy of your child's birth certificate is not available, you must submit a passport, visa, or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. Lodgic Kids Camp is required by law to notify the Illinois State Police or local law enforcement agency if proof of the child's identity is not submitted within the 30-day time frame. This regulation is set forth and is strictly enforced by the Illinois DCFS.

## **Radon Testing**

The center will be tested for radon at least once every three years by a licensed Radon Measurement Professional pursuant to rules established by the Illinois Emergency Management Agency (32 Ill. Adm. Code 422). The report of the most current radon measurement is posted next to the center's license. Illinois Emergency Management Agency (IEMA) recommends that all residential homes be tested and that corrective actions be taken at levels equal to or greater than 4.0 pCi/L. Radon is a Class A human carcinogen, the leading cause of lung cancer in non-smokers, and the second leading cause of lung cancer overall. For additional information about this facility, contact the licensee for additional information regarding radon contact the IEMA Radon Program at 800-325-1245 or on the Internet at [www.radon.illinois.gov](http://www.radon.illinois.gov). Copies of the Radon report are available upon request to the parents or guardians of the children attending the center.

## **Pesticide Application Procedures**

Chemicals for insect and rodent control will be applied in minimum amounts and shall not be used when children are present in the facility. Toys and other items mouthed or handled by the children will be removed from the area before pesticides are applied. Children will not return to the treated area within two hours after a pesticide application or as specified on the pesticide label, whichever time is greater. Over-the-counter products may be used only according to package instructions. Commercial chemicals, if used, will be applied by a licensed pest control operator and will meet all standards of the Department of Public Health (Structural Pest Control Code, 77 Ill. Adm. Code 830). A record of any pesticides will be maintained by Lodgic Kids Camp Director. The center will notify all parents or guardians before a pesticide application and this notice will be located on the Lodgic Kids Camp Information Board in the Front Lobby 2 to 30 days prior to pesticide application. The Center Director will maintain a registry of parents or guardians who wish to receive written notification of when the facility will receive a pesticide application and send a written notification. When economically feasible, the center will adopt an Integrated Pest Management (IPM) program as defined in Section 3.25 of the Structural Pest Control Act [225 ILCS 235/3.25], involving the cooperation between childcare staff and pest control personnel or other specialists to use a variety of non-chemical methods as well as pesticides, when needed, to reduce pest infestations to acceptable levels and to minimize children's exposure to pesticides. Please inquire with the Center Director regarding the Integrated Pest Management program for the Lodgic Everyday Community. Prior notice of pesticide application is not required if the application is due to an immediate threat to health or property, in which case the pesticide must be immediately applied. Children shall not be present during the application and shall not return to the treated area within two hours after a pesticide application or as specified on the pesticide label, whichever time is greater. If such a situation arises, the Center Director will sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided to parents or guardians as soon as practical. Pesticides subject to notification requirements shall not include antimicrobial agents, such as disinfectants, sanitizers, or deodorizers, or insecticide baits and rodenticide baits (Section 10.3 of the Structural Pest Control Act).

## ***Parent/Guardian's Acknowledgment of Pesticide Procedures***

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

The above policies and procedures are in place for the safety and protection of your children. If you have any questions or concerns, please contact us at any time. New or revised policies and procedures will be available at the center. Thank you for trusting us with the care of your children. We look forward to providing you with your childcare needs.

***I have received the Center's Policies and Procedures with the Center Director at the time of enrollment.***

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

- Copy of the Signed Policies and Procedures will be filed in the Lodgic Kids Camp Parent/Child File and the second copy will be provided to the parent/guardian of the child(ren).
- A copy of the verification of receipt of the Summary of Licensing Standards for Day Centers will be kept in each child's file. Form CFS 581. Parents/Guardians will keep a copy of the Summary of Licensing Standards for their reference.

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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 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.

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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.**



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*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 Web site: [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.*

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## **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:

AGE OF CHILDREN	STAFF/CHILD RATIO	MAXIMUM GROUP SIZE
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.

- 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
  - 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.
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- 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.
  - 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
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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.

### **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

- "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.

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### **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. 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.
  - 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.
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# State of Illinois Certificate of Child Health Examination

FOR USE IN DCFS LICENSED  
CHILD CARE FACILITIES  
CFS 600  
Rev 11/2013



<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							
Address				Street		City		Zip Code		Parent/Guardian		Telephone # Home	Work
<b>IMMUNIZATIONS:</b> To be completed by health care provider. Note the mo/da/yr for <i>every</i> dose administered. The day and month is required if you cannot determine if the vaccine was given <i>after</i> the minimum interval or age. <b>If a specific vaccine is medically contraindicated, a separate written statement must be attached explaining the medical reason for the contraindication.</b>													
<b>Vaccine / Dose</b>	<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>		<b>6</b>		
	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</b> (HB)													
<b>Varicella</b> (Chickenpox)							<b>COMMENTS:</b>						
<b>MMR</b> Combined 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													
<b>Health care provider (MD, DO, APN, PA, school health professional, health official) verifying above immunization history must sign below.</b> 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>					
<b>ALTERNATIVE PROOF OF IMMUNITY</b>													
<b>1. Clinical diagnosis is acceptable if verified by physician.</b> *(All measles cases diagnosed on or after July 1, 2002, must be confirmed by laboratory evidence.)													
<b>*MEASLES (Rubeola)</b> MO DA YR <b>MUMPS</b> MO DA YR <b>VARICELLA</b> MO DA YR <b>Physician's Signature</b>													
<b>2. History of varicella (chickenpox) disease is acceptable if verified by health care provider, school health professional or health official.</b> 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>				
<b>3. Laboratory confirmation (check one) **</b> <input type="checkbox"/> Measles <input type="checkbox"/> Mumps <input type="checkbox"/> Rubella <input type="checkbox"/> Hepatitis B <input type="checkbox"/> Varicella <b>Lab Results</b> 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	
<b>Vision</b>													
<b>Hearing</b>													

Student's Name			Birth Date		Sex	School	Grade Level/ ID #
Last	First	Middle	Month/Day/ Year				
HEALTH HISTORY TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN AND VERIFIED BY HEALTH CARE PROVIDER							
ALLERGIES (Food, drug, insect, other)				MEDICATION (List all prescribed or taken on a regular basis.)			
Diagnosis of asthma?	Yes	No		Loss of function of one of paired organs? (eye/ear/kidney/testicle)	Yes	No	
Child wakes during the night	Yes	No					
Birth defects?	Yes	No		Hospitalizations? When? What for?	Yes	No	
Developmental delay?	Yes	No					
Blood disorders? Hemophilia, Sickle Cell, Other? Explain.	Yes	No		Surgery? (List all.) When? What for?	Yes	No	
Diabetes?	Yes	No		Serious injury or illness?	Yes	No	
Head injury/Concussion/Passed out?	Yes	No		TB skin test positive (past/present)?	Yes*	No	*If yes, refer to local health department.
Seizures? What are they like?	Yes	No		TB disease (past or present)?	Yes*	No	
Heart problem/Shortness of breath?	Yes	No		Tobacco use (type, frequency)?	Yes	No	
Heart murmur/High blood pressure?	Yes	No		Alcohol/Drug use?	Yes	No	
Dizziness or chest pain with exercise?	Yes	No		Family history of sudden death before age 50? (Cause?)	Yes	No	
Eye/Vision problems? _____ Glasses <input type="checkbox"/> Contacts <input type="checkbox"/> Last exam by eye doctor _____				Dental <input type="checkbox"/> Braces <input type="checkbox"/> Bridge <input type="checkbox"/> Plate Other			
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		Parent/Guardian Signature			
Bone/Joint problem/injury/scoliosis?	Yes	No		Date			
PHYSICAL EXAMINATION REQUIREMENTS Entire section below to be completed by MD/DO/APN/PA							
HEAD CIRCUMFERENCE		HEIGHT		WEIGHT		BMI	B/P
DIABETES SCREENING (NOT REQUIRED FOR DAY CARE) BMI>85% age/sex Yes <input type="checkbox"/> No <input type="checkbox"/> And any two of the following: Family History Yes <input type="checkbox"/> No <input type="checkbox"/> Ethnic Minority Yes <input type="checkbox"/> No <input type="checkbox"/> Signs of Insulin Resistance (hypertension, dyslipidemia, polycystic ovarian syndrome, acanthosis nigricans) Yes <input type="checkbox"/> No <input type="checkbox"/> At Risk Yes <input type="checkbox"/> No <input type="checkbox"/>							
LEAD RISK QUESTIONNAIRE Required for children age 6 months through 6 years enrolled in licensed or public school operated day care, preschool, nursery school and/or kindergarten. Questionnaire Administered ? Yes <input type="checkbox"/> No <input type="checkbox"/> Blood Test Indicated? Yes <input type="checkbox"/> No <input type="checkbox"/> Blood Test Date (Blood test required if resides in Chicago.)							
TB SKIN OR BLOOD TEST 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. No test needed <input type="checkbox"/> Test performed <input type="checkbox"/>							
Skin Test: Date Read		/ /		Result: Positive <input type="checkbox"/> Negative <input type="checkbox"/>		mm	
Blood Test: Date Reported		/ /		Result: Positive <input type="checkbox"/> Negative <input type="checkbox"/>		Value	
LAB TESTS (Recommended)		Date	Results			Date	Results
Hemoglobin or Hematocrit				Sickle Cell (when indicated)			
Urinalysis				Developmental Screening Tool			
SYSTEM REVIEW	Normal	Comments/Follow-up/Needs			Normal	Comments/Follow-up/Needs	
Skin				Endocrine			
Ears				Gastrointestinal			
Eyes		Amblyopia Yes <input type="checkbox"/> No <input type="checkbox"/>		Genito-Urinary		LMP	
Nose				Neurological			
Throat				Musculoskeletal			
Mouth/Dental				Spinal Exam			
Cardiovascular/HTN				Nutritional status			
Respiratory		<input type="checkbox"/> Diagnosis of Asthma		Mental Health			
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)				Other			
NEEDS/MODIFICATIONS required in the school setting				DIETARY Needs/Restrictions			
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: <input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Counselor <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe.							
On the basis of the examination on this day, I approve this child's participation in				(If No or Modified,please attach explanation.)			
PHYSICAL EDUCATION Yes <input type="checkbox"/> No <input type="checkbox"/> Modified <input type="checkbox"/>				INTERSCHOLASTIC SPORTS (for one year) Yes <input type="checkbox"/> No <input type="checkbox"/> Limited <input type="checkbox"/>			
Print Name		(MD,DO, APN, PA)		Signature		Date	
Address				Phone			

(Complete both sides)

## Non-Prescription Diaper Ointment and Sunscreen Authorization

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

Parent/Guardian's Name (Last, First): \_\_\_\_\_

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

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

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emergency Contact and Phone Number: \_\_\_\_\_

I agree to allow a Lodgic Kids Camp staff member to apply the provided non-prescriptive diaper rash\* ointment on my child(ren). I also understand that if my child has an open wound or broken skin that the staff member is not allowed to apply the ointment unless a prescribing practitioner provides written permission and instructions.

Brand of Diaper Rash Ointment Provided by Parent: \_\_\_\_\_

*\*If child(ren) require prescriptive diaper rash ointment, complete form P113.*

I agree to let a Lodgic Kids Camp staff member apply either the center's sunscreen or sunscreen that I have provided.

Center's Sunscreen Brand: \_\_\_\_\_ ☐ Yes ☐ No

If NO, please provide sunscreen daily to the center.

**I also understand that the Lodgic Kids Camp staff member, its owners, and any other Lodgic Kids Camp partner, other Lodgic Kids Camp Centers, or the Lodgic Kids Camp Corporation is not responsible for any complications that this ointment/sunscreen might cause.**

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

## Photo/Media Authorization

Dear Parent/Guardian,

Please be advised that your child may be photographed, videotaped or interviewed as part of various activities or events during their visit at Lodgic Kids Camp. It is my understanding that this photograph/interview or portions thereof may be used for public view.

In choosing to agree to participate in this project I will do so without financial remuneration, and I understand that this releases photographers/interviewers from any future claims as well as from any liability arising from the use of said photograph/interview.

☐

**Yes.**

My child's photograph/video/interview **may** be reproduced for use in the media.

☐

**No.**

My child's photograph/video/interview **may not** be reproduced for use in the media.

Name of Child(ren): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email(*optional*): \_\_\_\_\_

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

Parent/Guardian Name (*please print*): \_\_\_\_\_