



## SJPPNS Enrollment Forms FAQ

**Please read this document in its entirety**, as it contains detailed information about how we assess your documentation as complete. Any documentation that we receive incomplete will delay the finalization of your enrollment and could result in your losing your child's spot in class.

**There have been significant changes in California law regarding medical documentation required of both students and classroom volunteers**, so even if you've filled out our enrollment paperwork before, please pay special attention to those sections.

### General Questions

**1. I have more than one child to enroll at SJPPNS, and I'm overwhelmed by the amount of paperwork I have to submit! Do I have to submit everything for each child?**

Yes, you must submit a complete set of forms for each child, even if all your children are in the same class. However, for forms where the information is identical for all your children, it is acceptable to fill out one set of forms, omitting the child's name (and class, if different), photocopy those forms, and fill in the children's names after copying. Please include original signatures on all documents.

If you have children in multiple classes, make sure you fill out the correct class contract for each child. Putting the wrong child's name on the wrong class contract will delay the processing of your paperwork.

### Class Contract

**2. Can I just sign the contract and give you the rest of the enrollment forms later?**

No. Please complete the forms and double-check all entries. Incomplete forms will be returned to you to be completed and your spot may not be held for you. Children cannot attend school until all forms and payments are received and complete. We are required by state law to keep certain records on file for each student and can be cited for any violations.

**3. My child's other parent travels a lot or is not in the picture, do I need them to sign the contract?**

Please have the custodial parent(s) sign the contract. If only one parent signs, then the one parent assumes full responsibility for all items in the contract, including financial and work/participation requirements.

**4. I have more than one child in the same class; do I need to sign two contracts?**

Yes. Contracts are specific to the child. You need to have a contract on file for each child in the school.

### Immunizations and TB Tests - Children

**5. What are the California state immunization requirements for preschool?**

To attend preschool, children must be immunized as set out in the schedule set forth by the California Department of Public Health, available at [this link](#). The child's current immunization record must be included on the Physician's Report - Child Care Centers (LIC 701), either in the space provided on the form or attached.



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### **6. What if my child does not have all the required immunizations?**

Depending on the age of your child and how many of the required immunizations they've received, your child may be conditionally admitted, with the stipulation that the state-mandated immunization schedule is completed as soon as possible. Our health clerk will give you information specific to your child once you submit your records, should this situation apply to you.

### **7. My child is scheduled for more immunizations after I submit my enrollment forms. Do I need to give you a record of those?**

Yes. We need a record of all immunizations prior to the first day of school or as soon as they receive additional vaccinations. If your child is less than 18 months old by the enrollment deadline, we will need to see a current copy of their immunization record after each set of immunizations they receive, until they complete their 18-month immunizations. If your child is conditionally admitted due to not having all the required immunizations, we will need updated records after each new immunization your child receives, per the state catch-up schedule.

### **8. Can I file a personal belief exemption instead of providing proof of immunization?**

Personal belief exemptions (PBEs) were removed as an option by California law as of January 1, 2016. All children who attend preschool or child care for the first time must now provide proof of immunization or, at the discretion of a health care professional, a medical exemption. If your child attended preschool or child care at another facility and filed a PBE there before January 1, 2016, that PBE may be transferred to SJPPNS. Please contact us at [membership@sanjoseparents.org](mailto:membership@sanjoseparents.org) if this situation applies to you and you would like to transfer your old PBE.

## **Immunizations and TB Tests - Classroom Volunteers**

### **9. Do adults need to file any proof of immunity or immunization?**

Yes. All classroom volunteers must have proof of immunity to measles, pertussis, and influenza on file with the school.

### **9. What proof of immunity do classroom volunteers need to submit?**

The proof requirements are different for each disease.

Influenza: each classroom volunteer must provide one of the following:

- A copy of an immunization record for influenza, dated between August 1 and December 1, 2017.
- A statement from the volunteer's physician that there is a medical reason not to vaccinate the volunteer.
- A statement from the volunteer's physician that the volunteer is already immune to influenza
- A signed statement from the volunteer stating that they have declined to be vaccinated against the flu.

Pertussis: each classroom volunteer must provide one of the following:

- A copy of an immunization record for pertussis



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- A statement from the volunteer's physician that there is a medical reason not to vaccinate the volunteer.
- A statement from the volunteer's physician that the volunteer is already immune to pertussis.

Measles: each classroom volunteer must provide one of the following:

- A copy of an immunization record for measles.
- A statement from the volunteer's physician that there is a medical reason not to vaccinate the volunteer.
- A statement from the volunteer's physician that the volunteer is already immune to measles. If the volunteer was born before 1957, this is likely enough proof of immunity, but we will still need a statement from a physician verifying as much.

### **10. What documentation do I need to submit with the enrollment paperwork?**

Please submit proof of immunity to measles and pertussis, as detailed above, for each classroom volunteer. We will consider your application incomplete if we do not receive this documentation for at least one volunteer. If you will be submitting a physician or personal statement to satisfy the influenza requirement, please include that as well. Once the 2017-2018 influenza vaccine is available, we will notify all families via email of the deadline for submitting proof of immunization. Depending on the date of release, this deadline could be as early as class orientation in late August.

### **11. Is a tuberculosis test required for my child's caregiver working in the classroom?**

Not necessarily. In 2015, California law changed to allow classroom volunteers to submit TB test exemptions instead of requiring everyone to be tested for TB. The Adult TB Risk Assessment Questionnaire and Certificate of Completion must be filled out and signed by a health care provider, but this may be done in one visit, instead of the two visits that the TB test requires. The questionnaire and certificate are contained in this packet. This exemption procedure replaces mandatory TB testing for classroom volunteers, although a TB test may still be required, depending on the volunteer's individual risk factors.

### **12. My spouse or child's grandparent might work in the classroom occasionally, or I want them to be my backup person. Do they need to submit health paperwork?**

Yes. Per California State Law, any adult working in the classroom is required to have an Adult TB Risk Assessment Questionnaire Certificate of Completion and proof of immunity to pertussis, measles, and influenza on file with the school. No adult may work in the classroom without submitting these documents at least a week in advance of the first day he/she would be working in the classroom, as the membership team needs to verify and file the documents before the adult may work.

### **13. My older child attended/started at SJPPNS four years ago. Do I need to get another TB test?**

Yes. The TB test result is valid for four (4) years. You will need to submit an exemption questionnaire and certificate of completion if your last negative TB test was four or more years ago.



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**14. I do not have all the necessary TB or immunity documentation completed. Can I submit the rest of my paperwork now and turn the health forms in later?**

No, please submit all paperwork together. Any enrollment packets we receive that do not contain a TB exemption questionnaire, certificate of completion, and proof of immunity to pertussis and measles for at least one adult will be considered incomplete, with the possible result of your losing your spot in class. If you anticipate a delay in being able to gather all the required health documentation, please email [membership@sanjoseparents.org](mailto:membership@sanjoseparents.org) as soon as you anticipate a delay.

**15. I have more than one child attending SJPPNS, but the same adult(s) will be working for each of their classes. Do I need to submit multiple copies of his/her health forms?**

Yes, please submit copies of the classroom adult's health forms for each child, even for multiples in the same class. When Community Care Licensing audits our files, they do so on a child-by-child basis, and any file which does not contain all required information is grounds for our being cited, even if the relevant documentation is in a sibling's file. Any child for whom we do not receive *all* volunteer health paperwork will be considered as having an incomplete application.

### **Identification and Emergency Information**

**16. For emergency contacts, can I just list my spouse and myself, or do I have to list other emergency contacts?**

Please list at least one emergency contact outside your immediate family. This person should be someone that your child knows and you trust to pick up your child in case of an emergency. Community Care Licensing requires that at least one person other than the parents or primary guardians is listed for each child.

**17. Do you really need my child's pediatrician and dentist contact information?**

Yes, a child's doctor's name and phone number is required to be kept on file per Community Care Licensing regulations. Having this information helps us identify whom to consult if your child falls or there is an emergency.

**18. My child's grandparents are both an emergency contact and authorized to take my child from the facility. Do I need to list them in both sections?**

Yes. The people listed in the emergency contact section do not need to be someone that you regularly have picking up your child from school.

**19. I have someone listed as an emergency contact but not as a person authorized to take my child from the facility, would they be able to take my child from the facility in a non-emergency situation?**

No. The person(s) listed in the Emergency Contact section is for emergencies ONLY. If you do not want that person to be able to regularly take your child from the facility without written pre-authorization, do not list them in the section authorizing them to take them from the facility.



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### **20. My family situation may be changing; will I be able to update my Emergency Contacts or authorized people for people after I submit this form?**

Yes. If your situation changes, please fill out, sign and date a new form LIC-700 and submit it to Membership.

### **Physician's Report**

### **21. Do I need to look over the forms that the pediatrician fills out, or should I submit just what they filled out?**

The pediatrician is responsible for filling out the forms. You are responsible for verifying that the physician has 1) included the complete vaccination record, 2) reported the TB risk assessment/test results AND 3) signed or stamped the forms.

### **22. The doctor's office listed my child's immunizations directly on the physician's report. Do I still need to submit a separate immunization record?**

As long as the immunizations listed on the physician's report is a complete record of all vaccinations received prior to the first day of school, you do not need to submit a separate immunization record.

### **Photo Release**

### **23. If I give permission for my child's photo to be used, will I be notified before it is posted?**

Yes. The Publicity Team will still let you know if they will be using your child's photo and where.

### **24. If I know that another parent has given permission for their child's photo to be used on Facebook for the school, can I post the child's photo on my Facebook page?**

No. Prior to posting ANY photos to Facebook that are taken during school events, you MUST get written permission from the parents of ALL children shown in the photo, even if you cannot see their faces. Even if the photo is not taken during a school event, it is proper etiquette to get permission from the parents prior to posting the photo anywhere.

### **Family Committee Job Sheet**

### **25. I'm new to SJPPNS. I don't know which job I want to do. How should I fill this out?**

The Board will take all the information you provide on the form into account when assigning you a job, so please fill it out as completely and thoroughly as possible. We endeavor to assign people to jobs that align with volunteers' skills and interests, but this will not always be possible. In general, the Board tends to assign jobs that take more time and effort to families in older classes, in proportion to the amount of time each child spends at school.

### **26. I'm working in the classroom, but my child's other parent wants to be involved. How should we fill out this form to ensure that the other parent's skills are the ones used for the job?**

If you want only one parent to fulfill the Committee Job, please list only the skills and preferences of the parent that you want to do the Committee Job.



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### **27. Can I share my committee job with someone?**

Many committee jobs can be shared between family members. If you would be interested in a shareable job, please indicate this on your form. Jobs may not be shared between families.

### **Communications Preferences**

### **28. My child's grandparent will be the adult working in the classroom; Can I list just them for the Yahoo Groups so that I don't get 'spammed'?**

One or both of the parents must be part of the Yahoo Groups so that you are kept informed about what is going on in the classroom and at the school.

### **29. I'm not sure if my child's caregiver, who is working in the classroom, wants to be on the Yahoo Group; do I still need to put an email address down for them?**

All adults who will be working in the classroom regularly MUST be on the Yahoo Groups. There is important class time information shared in the group that may not get to them in time for their workday, and it may cause disruption to the other children and adults in the class.

### **Please note:**

- Make sure you sign and date each form. Unsigned forms will be considered incomplete and may result in your losing your spot in the class.
- If you are a returning family, you will need to fill out every form in the appropriate registration packet.
- An Adult TB Risk Assessment Questionnaire and Certificate of Completion and proof of immunity to pertussis, measles, and influenza must be on file for all adults who may work in the classroom. The TB questionnaire must be completed once every four years.