



Rancho Bernardo Community Presbyterian Church

Preschool

Enrollment Paperwork Instructions - 2025/2026

Dear Families,

Welcome to RBCPC Preschool! We are excited that you have chosen to register your child in our Preschool program. In compliance with the State of California Community Care Licensing requirements, please complete and sign all forms. Completed forms (including signature on each of pages, 3-11 and the EFW form) need to be returned to the Preschool Office to complete your child's registration. **The due date for all forms (other than medical) is February 28, 2025. Medical forms (Physician's Report, Blood Lead Test, Immunization Record) are due by June 20, 2025, and are required for all newly enrolled RBCPC Preschool students. Medical forms are not required for previously enrolled RBCPC Preschool students.**

☐ **Registration Fee of \$140 per child (non-refundable)**

- Cash or check made payable to RBCPC Preschool.

☐ **Completed Paperwork Packet which includes:**

- **Admission Agreement (pages 1-3)** -- outlines school policies and guidelines.
- **Medical Release Form (page 4)** -- provides consent for emergency medical treatment, physician and health insurance information and alternate emergency contact. **Permission Slip** -- provides parent permission for child to go off our campus in case of emergency.
- **Acknowledgment of Notification of Parents' Rights (page 5)** -- acknowledges your receipt of Parents' Rights.
- **Acknowledgment of Personal Rights Notification (page 6)** -- acknowledges your receipt of Personal Rights.
- **Identification and Emergency Information Form (page 7)** -- provides basic family information, identifies who to contact in an emergency, and who has permission to take the child from school. Please fill out as completely as possible.
- **Child's Pre-Admission Health History - Parent's Report (page 8)** -- provides parent input regarding child's developmental history, past illnesses, daily routines and allergies.
- **Physician's Report - Child Care Centers (pages 9-10)** -- *For New Students Only* -- must be completed and signed by child's physician.
- **Child Blood Lead Test Compliance Form (page 11)** -- *For New Students Only* -- provides information pertaining to child blood lead screening. Requires physician signature or parent/guardian signature if declining test or previously completed and in child's RBCPC Preschool file.
- **Immunization Requirements (page 12)** -- *For New Students Only* -- provides information on immunization requirements. A copy of child's current immunization medical record or immunization card must be submitted to Preschool.
- **"Getting To Know Your Family" Form (page 13-14)** -- tell us a little about your child and family. We are looking forward to getting to know you all.
- **Class Placement Information Form (page 15)** -- provides parent input regarding child's class placement.
- **Electronic Funds Tuition Withdrawal Form (page 16)** -- a new form is required each school year. Applies to tuition payments only.

Sincerely,

Kim Vandergrift and Lisa Genovese
The RBCPC Preschool Administrative Team



Admission Agreement 2025-2026 School Year

Rancho Bernardo Community Presbyterian Church Preschool
17010 Pomerado Road, San Diego, California 92128
Phone: (858) 487-0824 Email: rbcpcpreschool@rbcpc.org

For Office Use Only:	R	N
Enrolled 24/25:	Y	N
Profile Code: 25-2, 25-3, 25-4		
In Shelby:		
Allergy:	Epi - Yes/No	
RF _____		

PLEASE FILL IN YOUR CHILD'S NAME, READ COMPLETELY AND SIGN

Child's Name _____

OUR PROGRAMS – Please circle the class you are enrolling in

			<u>Annual Tuition</u>	OR <u>10 Equal Payments</u>
<u>TWO-YEAR-OLDS – Children who turn two-years-old on or before September 1, 2025</u> (please note, end time differs from 3 and 4/5-year-old classes)				
Tue./Thr.	(2.5 hours – 2x a week)	8:30 a.m. - 11:00 a.m.	\$ 3,050	\$ 305
Mon./Wed./Fri.	(2.5 hours – 3x a week)	8:30 a.m. - 11:00 a.m.	\$ 3,600	\$ 360

THREE-YEAR-OLDS – Children who turn three-years-old on or before September 1, 2025

Tue./Thr.	(3 hours – 2x a week)	8:30 a.m. - 11:30 a.m.	\$ 3,250	\$ 325
Tue./Thr.	(6 hours – 2x a week)	8:30 a.m. - 2:30 p.m.	\$ 4,900	\$ 490
Mon./Wed./Fri.	(3 hours – 3x a week)	8:30 a.m. - 11:30 a.m.	\$ 4,300	\$ 430
Mon./Wed./Fri.	(6 hours – 3x a week)	8:30 a.m. - 2:30 p.m.	\$ 7,300	\$ 730

FOUR/FIVE YEAR-OLDS / TK – Children who turn four-years-old on or before September 1, 2025

Mon./Wed./Fri.	(3 hours – 3x a week)	8:30 a.m. - 11:30 a.m.	\$ 4,300	\$ 430
Mon./Wed./Fri.	(6 hours – 3x a week)	8:30 a.m. - 2:30 p.m.	\$ 7,300	\$ 730
Mon. - Fri.	(3 hours – 5x a week)	8:30 a.m. - 11:30 a.m.	\$ 6,350	\$ 635
Mon. - Fri.	(6 hours – 5x a week)	8:30 a.m. - 2:30 p.m.	\$10,100	\$1,010

Admission Agreement (continued) 2025-2026 School Year

School Calendar:

- The first week of Preschool will be August 25, 2025-August 29, 2025. The last week of Preschool will be May 25, 2026-May 29, 2026.
- The Preschool closely follows the Poway Unified School District school year calendar, observing similar holiday and vacation periods. A full Preschool calendar of events, observed holidays and vacations will be provided to parents at the beginning of the Preschool year.

Tuition:

- An annual, non-refundable registration fee of \$140.00 shall be paid at the time of registration.
- Tuition may be paid by electronic fund withdrawal (EFW), cash or check in 10 equal payments.
- We strongly encourage all families to take advantage of the EFW option!
- Tuition is due on the 20th of each month for 10 payments, from August 2025 – May 2026.
- There is a \$20 late fee for tuition received after the 25th of the month.
- No tuition allowance is made for absence or Preschool closure due to disasters including pandemic, flood, fire, earthquake, extreme weather or road conditions, or other similar acts of God.
- Two weeks advance notice is required in case of withdrawal. Unused tuition will be refunded, if so requested, in a written, two-week advance notice of the withdrawal.

Parent Participation:

- Parents are welcome visitors to the Preschool at any time. All parents visiting the school must sign in at the Preschool Office and receive a visitor's name tag.
- Parent Conferences are scheduled twice a year for three, four, and five-year-old children. Conferences for two-year-olds can be scheduled on an as-needed basis.

Notice of State Rights:

- The Community Care Licensing agency has the authority to interview clients, including children, parents, or staff, and to inspect and audit client facility records without prior consent. The licensing agency has the authority to observe the physical condition of a child, including conditions which could indicate abuse or neglect, and to have a licensed medical professional examine a child.

Illness:

- Children should stay home if they are ill or not feeling well. Children MUST be fever/vomit/diarrhea free for a minimum of 24 hours, without the aid of any medications (including Tylenol). Symptoms of illness include, but are not limited to, fever, stomach illness (vomiting, diarrhea), nasal discharge, sore throat, excessive coughing and/or congestion, and undiagnosed rashes. We appreciate you calling the office or emailing us, when your child is unable to attend Preschool.

First Aid:

- Preschool staff members may administer simple first aid treatment to children as needed.

Snack Policies:

- The children will bring a snack or be served a snack each Preschool day—see your teacher for details. Parents are asked to periodically sign-up in their child's classroom to bring snack for their child's class.
- Peanut foods are not permitted on the Preschool campus, during school hours.

Allergies:

- If a child has an Epi Pen for food or any other type of allergy, parents must fill out the Emergency Health Plan Form, prior to the start of school. The form is available in the Preschool Office.
- For food allergies requiring an Epi-Pen, parents must supply their child's snack each day.
- For food allergies not requiring an Epi-Pen, parents must discuss any dietary restrictions and make a snack plan for the child.

Photo, Video and Contact Information Policies:

- The Preschool staff may take candid photographs and/or videos of children for Preschool use only. Permission to take such photographs is presumed unless a parent provides written notice to the contrary.
- Parents may take photos and video of their child during Preschool activities, but agree to be respectful in doing so and refrain from interfering with the Preschool activities. Parents agree that, to the extent any of their photos and videos include any Preschool children or siblings other than their own, that such photos will be used solely for personal, non-commercial, and appropriate uses.
- Many parents and staff at the Preschool enjoy sharing photos and videos of Preschool events with other Preschool parents via Internet-based sharing websites, such as Facebook, Instagram, etc. Any parent who does NOT want pictures or video clips including their child posted on any such Internet-based sharing site agrees to inform the Preschool and the parents of each of their child's classmates of such preference via email or via a writing distributed in each class member's bucket. Permission for such posting is presumed without the notification. Parents agree to use their best efforts to abide by other parents' stated preferences regarding Internet-based posting. All parents agree that neither the Preschool nor any parent shall be liable for any inadvertent posting.
- Room coordinators will be provided with parents' name, address, phone number and email address for use in distributed class rosters and Preschool-related activities. Permission to provide such information is presumed unless a parent notifies the Preschool in writing to the contrary.
- Permission to use all email addresses submitted on the Id & Emergency form in our Shelby contacts and/or Mail Chimp group which may be used to send out office newsletters and information is presumed unless a parent provides written notice to the contrary.

Forms required by the Community Care Licensing agency and the Preschool (attached, please complete and return):

- This Admission Agreement, Identification and Emergency Health Information Form, Child's Pre-Admission Health History – Parent's Report, Medical Release and Permission Slip, Parent's Rights and Personal Rights Information, Physician's Report, Child Blood Lead Test Compliance Form, Photocopy of Child's California School Immunization Record showing the following immunizations: 3 Polio, 4 DPT, 1 MMR, 4 HIB (1 if given after 1st birthday), 3 HepB, 1 Varicella, Electronic Funds Withdrawal Form (if electronic withdrawal is desired).

Parent Handbook:

- The Parent Handbook details important information regarding Preschool policies and procedures – copies are available in the Preschool Office and online at <http://www.rbcpcpreschool.org/parent-handbook/>. Your signature on this agreement acknowledges that you have read and understand all items contained in the Preschool Parent Handbook.

Termination:

- This Agreement may be terminated with or without cause at the discretion of the Preschool Director, Early Childhood Education Committee, or Parents.

I understand the above information and agree to the terms of this Agreement.

Parent/Guardian Signature **Date**

Preschool Representative Signature **Date**

RBCPC Preschool EMERGENCY CELL PHONE (858) 583-4862
Local Licensing Agency: Department of Social Services, Community Care Licensing
7575 Metropolitan Drive, Suite 110 San Diego, California 92108 (619) 767-2200

Rancho Bernardo Community Presbyterian Church Preschool
17010 Pomerado Road, San Diego, CA 92128
(858) 487-0824

**2025-2026
MEDICAL RELEASE FORM**

**AUTHORIZATION FOR CONSENT TO ADMINISTER FIRST AID AND
EMERGENCY MEDICAL TREATMENT**

As Parent/Guardian of (Child's Name) _____, I authorize representatives of the Rancho Bernardo Community Presbyterian Church Preschool, as my agents, to administer first aid treatment and to consent to emergency medical procedures as deemed necessary by the attending emergency medical personnel. By signing below, I understand that I am giving authorization in advance for any first aid treatment and emergency medical treatment that may be reasonably required. Unless I revoke it in writing, this authorization shall remain effective while my child is enrolled at the Rancho Bernardo Community Presbyterian Church Preschool.

Parent/Guardian Signature _____ Date ____/____/____

Specific information regarding medication reactions and/or allergies: _____

PERMISSION SLIP

(Child's Name) _____, has our permission to accompany the Rancho Bernardo Community Presbyterian Church Preschool Staff on school-sponsored walks in the surrounding neighborhood and in case of emergency to walk to a safe place in the surrounding neighborhood while enrolled at Rancho Bernardo Community Presbyterian Church Preschool.
(Please note: We do not take field trips, in cars, off campus during school time.)

Parent/Guardian Signature _____ Date ____/____/____

EMERGENCY PROCEDURE INFORMATION

RBCPC Preschool has plans and procedures in place in the event of an emergency. The following cell phone number will be used in the event that the phone lines are down: **858-583-4862**

Please note: Should the Preschool building need to be evacuated, our first choice is to go to an alternate building on the campus (i.e. Fellowship Center). If that is not an option, we will go to the Rancho Bernardo Swim and Tennis Club located at 16955 Bernardo Oaks Dr., San Diego, CA 92128.

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

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

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

Licensing Office Name: SAN DIEGO NORTH DISTRICT OFFICE

Licensing Office Address: 7575 METROPOLITAN DR., SUITE 110, SAN DIEGO, CA 92108

Licensing Office Telephone #: 619-767-2200

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

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

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

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

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

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

RBCPC PRESCHOOL

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

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

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

PERSONAL RIGHTS

Child Care Centers

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

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

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

Community Care Licensing

NAME		
San Diego North District Office		
ADDRESS		
7575 Metropolitan Drive, Suite 110		
CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER
San Diego, CA	92108	619-767-2200

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

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

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

(PRINT THE NAME OF THE FACILITY)	(PRINT THE ADDRESS OF THE FACILITY)
RBCPC Preschool	17010 Pomerado Rd. San Diego, CA 92128
(PRINT THE NAME OF THE CHILD)	

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

IDENTIFICATION AND EMERGENCY INFORMATION

Child Care Centers/Family Child Care Homes

School Year: 2025-2026

Child's Name (Last)	(Middle)	(First)	Sex:	Birth date:
Address: (Number)		(Street)	(City, State, Zip)	
Father's/Guardian's/Domestic Partner's Name				
Father's Address: <input type="checkbox"/> Same as Above: _____				
Mother's/Guardian's/Domestic Partner's Name				
Mother's Address: <input type="checkbox"/> Same as Above: _____				
Contact Information: Please note main contact number with an *				
Mother's Cell: () _____		Mother's Email: _____		
Mother's Work:() _____				
Father's Cell: () _____		Father's Email: _____		
Father's Work: () _____				
Home Phone: () _____				

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	RELATIONSHIP	BEST CONTACT #
		() Home/Cell
		() Home/Cell
		() Home/Cell

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM FACILITY

☐ Same as above

NAME	RELATIONSHIP	BEST CONTACT #
		() Home/Cell
		() Home/Cell
		() Home/Cell

PHYSICIAN or DENTIST TO BE CALLED IN AN EMERGENCY

Physician:	Address:	Medical Plan & Number	Telephone ()
Dentist:	Address:	Medical Plan & Number	Telephone ()
If physician cannot be reached, what action should be taken?			
<input type="checkbox"/> Call Emergency Hospital <input type="checkbox"/> Other (please explain)_____			
<input type="checkbox"/> CHECK HERE IF YOUR CHILD HAS SEVERE ALLERGIES (please explain on back)			

Signature of Parent/Guardian/Domestic Partner Authorized Representative

Date

CHILD'S PREADMISSION HEALTH HISTORY-PARENT'S REPORT

School Year: 2025-2026

Child's Name (Last) (Middle) (First)			Sex:	Birth date:
Father's/Guardian's/Domestic Partner's Name			Does this person live in the home with the child? Yes No	
Mother's/Guardian's/Domestic Partner's Name			Does this person live in the home with the child? Yes No	
Past Illnesses - Check illnesses that child has had and specify approximate date of illness/diagnosis.				
<div style="text-align: right; padding-right: 10px;">Dates:</div> <input type="checkbox"/> Chicken Pox _____ <input type="checkbox"/> Asthma _____ <input type="checkbox"/> Rheumatic Fever _____ <input type="checkbox"/> COVID-19 _____	<div style="text-align: right; padding-right: 10px;">Dates:</div> <input type="checkbox"/> Diabetes _____ <input type="checkbox"/> Epilepsy _____ <input type="checkbox"/> Whooping Cough _____ <input type="checkbox"/> Mumps _____	<div style="text-align: right; padding-right: 10px;">Dates:</div> <input type="checkbox"/> Polio _____ <input type="checkbox"/> Ten-Day Measles (Rubeola) _____ <input type="checkbox"/> Three-Day Measles (Rubella) _____		
Specify any other serious illness or accidents:				
Does your child have frequent colds? ____Yes ____No			How many colds in the last year? _____	
DEVELOPMENTAL HISTORY:				
Walked at: _____ months Talked at: _____ months Toilet Training started at: _____ months				
DAILY ROUTINES:				
What time does your child get up? _____	What time does your child go to bed? _____	Does your child sleep well? _____		
Does your child sleep during the day? _____ When? _____ For how long? _____				
What foods does your child like?		Dislikes?		
Is child presently under a doctor's care? _____yes _____no		If yes, please describe:		
Does your child use any special devices? _____yes _____no		If yes, please describe:		
ALLERGY INFORMATION:				
Does your child have any mild allergies? _____				
Does your child have severe allergies? _____ If so, what are they? _____				

Does your child use an Epi-Pen? ____ Yes ____ No				
Does your child have any special needs/IEP/fears/problems? (Please explain)				

Signature of Parent/Guardian/Domestic Partner or Authorized Representative

Date

PHYSICIAN'S REPORT—CHILD CARE CENTERS

(CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)
RBCPC PRESCHOOL
(NAME OF CHILD CARE CENTER/SCHOOL). This Child Care Center/School provides a program which extends from _____ : _____
a.m./p.m. to _____ a.m./p.m. , _____ days a week.

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

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

(TODAY'S DATE)

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

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____
Vision: _____ Insect stings: _____
Developmental: _____ Food: _____
Language/Speech: _____ Asthma: _____
Dental: _____
Other (Include behavioral concerns): _____
Comments/Explanations: _____

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

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

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

SCREENING OF TB RISK FACTORS (listing on reverse side)

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

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

Physician: _____
Address: _____
Telephone: _____

Date of Physical Exam: _____
Date This Form Completed: _____
Signature _____

☐ Physician ☐ Physician's Assistant ☐ Nurse Practitioner

RISK FACTORS FOR TB IN CHILDREN:

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

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

RBCPC PRESCHOOL 2025-2026

*This form required for **new students only**.* To opt out of this test or for submittal to physician, please complete the information below and mark the appropriate box.

Child's Name _____ Date of Birth _____

Address _____

Parent or Legal Guardian Name (*print*) _____

Parent or Legal Guardian Name (*signature*) _____ Date _____

- ☐ My child did this test last year and RBCPC Preschool has it on file.
- ☐ I decline this test for religious/personal reasons.
- ☐ Submitting this form to child's physician.

CHILD BLOOD LEAD TEST COMPLIANCE FORM

In accordance with Section 54.1011 of the City of San Diego's Lead Hazard Prevention and Control Ordinance (effective May 9, 2008), all child care centers or employee operated child-care centers in the City of San Diego are required to collect evidence of a blood lead test for each new enrollment for children between the ages of six months and seven years of age inclusive. Proof of blood lead screening is to be provided prior to admission, but in no event later than thirty days after admission. Please use this form to have your physician verify the test was completed, and return it to our office.

A blood lead test can be conducted by your current health care provider, either using a capillary (finger prick) test or a blood draw. You can discuss with your physician the types of test they perform. Physicians who are interested in getting trained in the capillary draw method can contact the County Health Department at (619) 515-6576, or at (619) 515-6636. Costs for these tests are typically covered by most health care insurances. If you would like a listing of clinics that conduct finger prick testing, or more information about the ordinance and childhood lead poisoning prevention, visit the City of San Diego's Lead Safety and Healthy Homes Program website at www.sdhealthyhomes.org, or call (858) 694-7000.

Physician Use Only

On (*date*) _____ the above listed child was screened for lead poisoning in accordance with applicable criteria mandated by the State of California.

Physician Name (*print*) _____ Phone # _____

Physician Name (*signature*) _____ Date _____

Childhood lead poisoning is the greatest **preventable** environmental disease affecting children today. The highest risk is for children under six as their brains and nervous systems are still developing and are more sensitive to the damaging effects of lead. Medical research has shown there is no safe level of lead exposure in children and the effects of lead exposure cannot be corrected. Even low levels of lead in blood have been shown to affect IQ, ability to pay attention, and academic achievement. The highest loss of intelligence quotient, an average of 7.3, occurs below 10 micrograms of lead per deciliter of blood. In May 2012, the Center for Disease Control stated that no safe blood lead level in children has been identified, and there no blood lead level that can be used to define individuals in need of intervention. Research in 2008 shows compelling evidence linking childhood lead poisoning to criminal activity later in life.

MEDICAL INFORMATION / FORMS

PLEASE SUBMIT ALL REQUIRED MEDICAL INFORMATION AND COMPLETED FORMS TO RBCPC PRESCHOOL AT YOUR EARLIEST CONVENIENCE, PRIOR TO JUNE 20, 2025.

If your child CURRENTLY ATTENDS Drop-Off Preschool with us, we already have their Immunization Record, Physician's Report, and Child Blood Lead Test Compliance Form on file and it ***is not necessary to re-submit the information***. If, however, your child has received recent vaccinations and/or you have updated medical information that we should be aware of, please contact us and/or submit the appropriate forms.

If this is your child's FIRST YEAR in a Drop-Off class at RBCPC Preschool, we are required to obtain certain medical forms in order to complete your child's registration. The three required forms are:

1. Immunization Record (Requirements below)
2. Physician's Report (LIC 701)
3. Child Blood Lead Test Compliance Form

IMMUNIZATION REQUIREMENT

If this is your child's first year in a Drop-Off class at RBCPC Preschool, please submit a current copy of your child's immunization record. The vaccines listed below are legally required by the State of California for entry into preschool.

1 MMR

1 Varicella

3 Polio

3 Hep B

4 DTap

4 HIB

(only 1 HIB vaccine required if received after first birthday)

RBCPC Preschool
GETTING TO KNOW YOUR FAMILY
2025-2026

For office use only

Class: _____

Teacher: _____

Please complete and return with your registration packet. A copy will be given to your child's teacher. When school begins you will have an opportunity to update this form if needed. Thank you!

Child's Name: _____ Birth date: ____/____/____

Other name your child goes by: _____

Parent(s) Name(s): _____

Occupation(s): _____

Siblings Names/Ages: _____

Please share any traditions, celebrations, and/or cultural influences you may have:

Would you be willing to share any of the above in the classroom? (circle one) Yes No

Favorite family activities: _____

Family Pets/Names: _____

Does your child have a favorite comfort item? _____

Please share with us some special things you would like us to know about your child:

What are your child's favorite toys, activities, and foods?

Lists things that your child may be sensitive to and/or may not like (foods, sounds, pets, touch):

Please share goals you have for your child at Preschool this year:

What are some concerns or questions you may have regarding your child's Preschool experience?

Primary language spoken in home:_____ Other language(s):_____

How does your child communicate his/her needs with:

Adults: _____

Children: _____

What word/prompts does your family use pertaining to toileting?

Does your child need any assistance dressing, eating and/or hand washing? (Circle One) Yes No

If yes, please describe: _____

Has your child ever been screened or had a developmental assessment? (Circle One) Yes No

If yes, when and with whom? _____

Does your child receive services for speech/language? (Circle One) Yes No

If yes, what type, how often, and from whom?_____

Does your child have an IEP or an IFSP? (Circle One) Yes No

If yes, please describe: _____

Does your child have any allergies or medical conditions we should be aware of? (Circle One) Yes No

(Please explain)_____

MY CHILD'S NAME: _____ Gender: _____
(first) (last)

Class Placement Information

Please complete the questions below as thoroughly as possible and return with your registration paperwork. We respect all children and families and only use this information to consider the best class placement for your child, prior to the start of the school year.

1. Is your child currently receiving any services inside or outside of the home?

This may include but is not limited to Speech Therapy, Occupational Therapy, and Physical Therapy etc.

If yes, please describe below. If no, please enter N/A.

2. Does your child have any significant allergies, have a prescribed Epi Pen, a significant medical condition or require any support equipment? If yes, please describe below. If no, please enter N/A.

3. Please describe your child's temperament, likes, dislikes and or the type of adult personality you feel your child would work well with.

Though we cannot guarantee the placement of your child with a certain teacher or friend, we do recognize the value of these relationships and will try our best to accommodate your requests whenever possible.

4. Is there any child/family you are hoping to have in the same class as your child?

If yes, please list first and last names of the children, in order of importance. If none, please enter N/A.

5. Is there any teacher or assistant teacher you'd like to request for your child?

Please list the names below in order of importance. If none, please enter N/A.

NOTES/COMMENTS - If you have any other information you would like to share with us, please feel free.

2025-2026
Electronic Funds Tuition Withdrawal
PRESCHOOL

RANCHO BERNARDO COMMUNITY PRESBYTERIAN CHURCH

17010 POMERADO ROAD, SAN DIEGO, CA 92128 – (858) 487-0824 – RBCPCPRESCHOOL@RBCPC.ORG

PARENT(S) NAME _____
STUDENT(S) NAME _____
ADDRESS _____
TELEPHONE # _____
EMAIL _____

I (We) acknowledge that the origination of ECG transactions to my (our) account must comply with the provisions of U.S. law.

I (We) hereby authorize Rancho Bernardo Community Presbyterian Church to debit my (our) account at the financial institutions(s) indicated below for the amount(s) stated on form.

☐ Begin Withdrawal

☐ Change Information

☐ Cancel

Effective Date: (Please circle the effective starting month)

August, September, October, November, December, January, February, March, April, May

Withdrawal Date: 20th of the month

BANK NAME _____

ROUTING NUMBER _____

ACCOUNT NUMBER _____

ACCOUNT TYPE CHECKING ACCOUNT

AMOUNT \$ _____

Signature _____

Date _____

PLEASE ALLOW TWO WEEKS FOR WITHDRAWALS OR CHANGES TO BE EFFECTIVE. IT IS THE PAYEE'S RESPONSIBILITY TO ENSURE OTHER ARRANGEMENTS ARE MADE DURING TRANSITION TIME. DIRECT TUITION QUESTIONS TO rbcpcpreschool@rbcpc.org

ATTACH VOIDED CHECK HERE

**KEEP FOR
YOUR
RECORDS**

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclcd.ca.gov/contact.htm>.