**INSTRUCTIONS FOR COMPLETING HEALTH FORMS 2023-2024**

Virginia State Licensing requires that students and/or parents participating in our cooperative preschool provide the following forms. Students may not begin classes, nor may any caregiver perform co-oping duties without first meeting these legal requirements. It is advised that forms be carefully read and completed (as any incomplete form must be returned for correction and we do not wish to cause a delay to your child’s start date).

# Please schedule doctor's appointments early to avoid delays!

**COMMONWEALTH OF VIRGINIA SCHOOL ENTRANCE HEALTH FORM**

[**https://tinyurl.com/cpi-cvsehf**](https://tinyurl.com/cpi-cvsehf) **DUE: July 15, 2023**

**Part I -** Parent must complete in its entirety; provide an emergency contact AND a parent signature is required.

**Part II –** Physician’s office must complete for all immunizations and **sign and/or stamp**. All immunizations must be up to date.

**Part III -** Physician must complete and sign based on your child’s most recent physical exam.

Physical exams must be **current** within one year from your child’s first day of school – any time after **September 5, 2022**.

# EMERGENCY INFORMATION AND PARENT AGREEMENT FORM

[**https://tinyurl.com/cpi-einfo**](https://tinyurl.com/cpi-einfo) **DUE: July 15, 2023**

Please be sure to fill out this form completely. If the question is not applicable, please write N/A; do not leave it blank. Note that two emergency contacts must be listed with complete, full addresses, and a parent/guardian of the student must sign. This form is double-sided; please turn it over and complete both sides and sign at the bottom.

**PARENT MEDICAL FORM** - **For Co-oping Parents -** Required of any adult who will work in a CPI classroom.

[**https://tinyurl.com/cpi-parentmed**](https://tinyurl.com/cpi-parentmed) **DUE: July 15, 2023**

**Part I –** Statement of Health. All co-oping parents must attest to the fact that they are healthy enough to work with small children and have no communicable diseases. If you are unsure, please see a physician and receive a clean review of health prior to the start of school.

**Part II -** TB TEST (**PPD Screening** or **QuantiFERON blood test**), **VERBAL SCREENING QUESTIONNAIRE** or **CHEST X-RAY** are all acceptable. TB skin tests (PPD Screening) are administered one day, with a return visit to the doctor/clinic required several days later to read the results. Screening questionnaires are recommended for low-risk individuals. TB tests/questionnaires are only required every 2 years from administration date. (Returning parents who were tested last year, **after June 1, 2022** do not need a retest, but still must complete Part I.

# Sources for a TB test (PPD screening or blood test) or a screening questionnaire include your physician, some local pharmacies/ Minute clinics or a County Health Department.

Complete these forms and upload them to your Jovial Portal at <https://www.jovial.org/cpi/family>

**\*\*\* Please alert** the **Health & Safety Clerk** if your child has **ANY ALLERGIES.** Additional allergy and medication forms (on our website under ENROLLMENT – Forms & Policies) will require completionprior to your child beginning school**.**

###  **TECH TIPS:** **How to Sign Electronically on Different Platforms**

* Windows— Open the PDF in [Adobe Reader](https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html) and click the “Fill & Sign” button in the right pane.
* macOS — Open the PDF in [Preview](https://support.apple.com/guide/preview/fill-out-and-sign-pdf-forms-prvw35725/mac), click the Toolbox button, then click Sign.
* iOS— Open the PDF in [Adobe Fill & Sign](https://acrobat.adobe.com/us/en/mobile/fill-sign-pdfs.html) and tap the “sign” icon.
* Android— Open the PDF in [Adobe Fill & Sign](https://play.google.com/store/apps/details?id=com.adobe.fas) and tap the “sign” icon.

Additional tip for iOS: if you need to upload your printed and signed documents, go into your Notes app, click the photo icon, choose “scan documents”, center your page and when the view is correct, it will capture the image as a PDF (for multiple pages, simply keep placing each page into the camera view). Once you have all pages scanned, click save. You can then click the share icon to send to an email address/text/or save to your files for later upload

**Questions?**

**Please call Jennifer Kilburne, Health & Safety Manager at 703-814-2325**

**or email:** **Safety@centrevillepreschool.com**