



Clubhouse Kids' Instructions for Our Maryland State Health Forms Packet

Below is a list and description of several Maryland State Department of Education - Office of Child Care (MSDE-OCC) and Department of Health and Mental Hygiene (DHMH) forms that may be required when enrolling a child in a Maryland licensed child care program. All forms listed are **not** required for all families. Most forms have an identifying form number in small print at the bottom left of each page, and all are available for download on the "Forms" page of our website at www.ClubhouseKidsOnline.com. Please see below to determine which forms may be necessary for each child. Required forms must be turned in to Clubhouse Kids prior to each child's first day in care each year.

1. MSDE-OCC - Emergency Form 1214 - This form is unique to the child care industry and must be provided prior to attending Clubhouse Kids care for the first time, and must be updated as changes occur, or at least annually. This form is used for contact information in the event of an emergency.
2. MSDE-OCC - Health Inventory Form 1215 (parts 1 and 2) - "Part 1" of this form must be provided prior to attending Clubhouse Kids care for the first time, and then again if any major health changes occur. **"Part 2" requires a physician's signature.** Although not *required* for schools, you may have provided a "Part 2" of this form to the school upon school registration. To save time, you may request your child's school nurse to provide a copy of your submitted 1215 form to Clubhouse Kids.
3. DHMH - Immunization Form 896 - This form, or a substitute printed immunization record from a physician, must be provided prior to attending Clubhouse Kids care for the first time, and then again after any immunizations have been updated (typically around ages 5 and 11).
4. DHMH - Blood Lead Testing Certificate Form 4620 - This form is only required for children under the age of 6-years old while in Clubhouse Kids' care.
5. MSDE-OCC - Medication Administration Authorization Form 1216 - This form is only required for children who need to take medication while in Clubhouse Kids' care. **This applies to both prescription and over-the-counter medications.** The only exception to this is spray-sunscreen, which Clubhouse Kids staff will hold for the child, and can assist the child in applying when needed.
6. MSDE-OCC - Asthma Action Plan Form 1216A - This form is unique to the child care industry, and only required for children who need to take asthma medication while in Clubhouse Kids care. It describes a plan of action that may be enacted for a child when in Clubhouse Kids' care. It also authorizes a child to self-carry/self-administer medication when in Clubhouse Kids' care. It must be accompanied by Form 1216 (described above).
7. MSDE-OCC - Allergy Medication Administration Authorization Plan Form 1216B - This form is unique to the child care industry, and only required for children who have allergies that may require medication administration while in Clubhouse Kids care. It describes a plan of action that may be enacted for a child when the child has ingested a food allergen or been exposed to an allergy trigger when in Clubhouse Kids' care. It must be accompanied by Form 1216 (described above).
8. MSDE-OCC - A Parent's Guide to Regulated Child Care (Form 1524) - This form is required to be signed & dated and returned to Clubhouse Kids only once per family.

Please ignore any forms that are not required for your child/children. Forms may be scanned & emailed to us at info@ClubhouseKidsOnline.com, faxed to us at (301) 685-5120, or turned in to the Director of your center location prior to the child's first day of care. Children whose forms have not been turned in will **NOT** be able to participate in care. Email us at info@ClubhouseKidsOnline.com or call us at (301) 685-5100 if you have any questions. Thank you.

The Clubhouse Kids Team 

www.ClubhouseKidsOnline.com

(301) 685-5100