



themba
CREATIVE LEARNING CENTER LLC

MD Blueprint Pre-Kindergarten Program Registration

Application Checklist

MUST submit a completed Application in a sealed envelope in person at THEMBA between 10 am - 2 pm Monday- Friday. Applications may also be submitted digitally. If submitting electronically, all documents must be scanned clearly—no photos or images will be accepted. Scans must be legible, complete, and of high quality to be considered.

Limited space, First come first serve! Incomplete applications will be returned.

Student Name _____ DOB _____

Submitted By: _____ Date: _____

Child must be three by September 1

Child Must Be Fully Potty Trained

This section is to be completed by Themba CLC Administration Only

Documents Submitted

☐ Proof of Income

☐ Emergency Contact Form

☐ Immunization Record

☐ Parent Code of Conduct

Approved By: _____ Date: _____



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CREATIVE LEARNING CENTER LLC

Themba Creative Learning Center LLC

MD BLUEPRINT PRE-K ENROLLMENT AGREEMENT

TO THE PARENT: *Please read this Agreement carefully. If you have any questions or need help understanding any part of it, don't hesitate to ask the Center Director.*

This Agreement and its attachments establish your legal rights and responsibilities, as well as those of Themba CLC, regarding your child's participation at Themba CLC. Throughout this Agreement and attachments, the terms "you" and "parent" refer to the parents or legal guardians of the child enrolled at the Center, and the terms "Center" and "we" refer to Themba CLC and its staff members. "School day" is when the Center is open and operating.

By executing this Agreement, you _____ (parents/guardians) agree to enroll _____ (child's name), at THEMBA Creative Learning Center, and THEMBA agrees to accept your child's enrollment under the terms and conditions as stated below:

1. Program and Hours of Care

Beginning on, _____ The Center will provide care for your child in the Free-Pre-k classroom during the school year _____. The Pre-k program at Themba will operate Monday-Friday from _____ (excluding all closed days.).

As stated above, no drop-offs are allowed before the school day starts. Classrooms operate on specific staff/child ratios that must be maintained in the morning hours before the arrival of additional staff. If a parent fails to pick up at the contractual time, Late pick-up fees will apply.

Please review the late pick-up fee policy included in your enrollment packet.

(Initial ____)

2. Aftercare

Children enrolled at Themba qualify for our aftercare program for the duration of the school year. Choosing aftercare will extend care until 5:00 PM.

Families have two options to cover the cost of tuition:

- Apply for [Child Care Scholarship Program](#)
- Pay tuition of \$150 per week.

(Initial ____)



3. Method of Payment

All payments for other services are made through our automated payment processing, Tuition Express (upon request). You may set up payment processing through a credit card or bank draft. No other payment methods are accepted. If an automated payment is returned unpaid, you will owe a service fee of \$35.00 and other amounts due.

(Initial ____)

4. Late Pick-Up Penalties

If your child is picked up after the scheduled closing time of _____ pm, you will owe a late fee of \$25.00 for up to the first 5 minutes and \$2.00 for each additional minute. These late pick-up penalties must be paid immediately to the office staff in cash. If your child is picked up more than thirty (30) minutes late two (2) or more times in any thirty (30)-day period, the Center may terminate your child's enrollment.

(Initial ____)

5. Potty Training Policy

Children enrolled in our MD Blueprint Pre-Kindergarten program must be fully potty trained prior to the start of the school year. This includes being able to:

- Recognize the need to use the bathroom
- Communicate that need to an adult
- Use the toilet independently (including wiping and dressing)

Our classrooms are not equipped or staffed for routine diapering or potty training. Therefore, full potty training is a requirement for enrollment in this program.

We understand that some children may experience delays due to diagnosed disabilities. In such cases, Themba Creative Learning Center will work with families to determine whether reasonable accommodations can be made in accordance with the Americans with Disabilities Act (ADA). Families are encouraged to disclose any developmental concerns during the enrollment process so that we can assess needs on a case-by-case basis.

Children who are not fully potty trained and do not qualify for an ADA exemption may be deferred from the program until they meet the potty training requirement.

(Initial ____)

6. Damage to Center Property

You agree to be responsible for any damage to Center property or equipment caused by you or your child, normal wear and tear excepted, including any repairs required as a result of actions by you or your child.



(Initial ____)

7. Absences

You are responsible for paying the full tuition for your child until you formally terminate the enrollment. This obligation applies even if your child is absent due to illness, vacation, holidays, inclement weather, or other reasons. You agree to notify the Center in writing at least one month in advance if your child will be absent due to vacation or other personal plans.

(Initial ____)

8. Readmission After Illness

State licensing regulations require that if your child has been ill, they may not be readmitted to the Center until they have been symptom-free for 24 hours without the use of medications. You agree to comply with this requirement and acknowledge that the decision of the Center's Director will govern the re-admission process. Certain infectious diseases may require a longer absence to ensure the health and safety of the staff and other children. The Center will determine the necessary time frame for the child to remain at home, regardless of the doctor's recommendations.

Medical Documentation: All required medical documentation must be completed using the most recent state-licensed forms. Documents provided directly from a healthcare provider will not be accepted.

(Initial ____)

9. Holiday & Professional Development Closures

Themba Creative Learning Center will be closed on all federal holidays, with the following additional closures each year:

- The day before Thanksgiving
- The day after Thanksgiving
- Christmas Eve
- Winter Break (exact dates will be shared in advance)
- Spring Break (exact dates will be shared in advance)

If a federal holiday falls on a weekend, Themba may be closed the following Monday in observance.

In addition, the Center will be closed 2–3 days each year for staff professional development. These dates will be communicated in advance.

(Initial ____)



10. Inclement/Emergency Closings

Inclement/Emergency Closings

Themba Creative Learning Center generally follows Prince George's County Public Schools (PGCPS) for inclement weather closures and delays. However, **the Director reserves the right to override PGCPS decisions** based on weather, safety, or operational needs.

Emergency closures initiated by the Director may occur at any time to protect the health and safety of our children, families, and staff.

Closure and delay notifications will be sent through **Procare, text alerts, email, and Facebook**. Families may also check local news stations for updates.

Please Note: Tuition remains due during all emergency and inclement weather closures.

(Initial ____)

11. Suspension

If, in the judgment of the Center Director or their designee, a child's behavior threatens the physical or mental well-being of other children or the center's staff, the Center Director or designee will contact the parent(s) or guardian(s) to remove the child for the remainder of the day. THEMBA requires that the child be picked up within one hour of notification. Parents or guardians will remain responsible for the daily tuition for that day.

(Initial ____)

12. Withdrawal by Parent

You must provide the Center Director with at least one month's written notice if you wish to withdraw your child from the Center. If proper notice is given and an enrollment deposit was received at the time of enrollment, you may apply the deposit as a credit toward your final month's tuition. If you fail to provide the required notice and no deposit was received at enrollment, you will still be responsible for the full tuition for the final 30 days. Failure to provide notice will result in the forfeiture of your entire Enrollment Deposit and any prepaid tuition.

(Initial____)

13. Termination by Center

a.) Immediate Termination

(1)The Center may terminate your child's enrollment in the Center, effective immediately if any of the following conditions arise: In the judgment of the Center Director, the child's behavior or the parent's behavior in the Center threatens the physical or mental health of other children or the staff/parents of the Center;



(2) The child is routinely picked up later than the Center closing time or more than thirty (30) minutes late two (2) or more times in one month.

(3) The child is ill when brought to the Center more than three (3) times within any thirty (30)--day period, or the parent fails to pick up a sick child within one hour after being notified of the sickness more than two (2) times during any six (6) month period.

(Initial ____)

b.) Two Weeks' Notice

(1) The Center may terminate your child's enrollment upon two (2) weeks' notice to you if any of the following conditions arise: Any of the conditions listed in (a) above has occurred, and the Center has not exercised its right to terminate enrollment immediately;

(2) In the judgment of the Center Director if the Center's program does not meet your child's developmental or particular needs.

(3) You fail to abide by the terms of this Agreement.

(Initial ____)

14. Cell Phones

To ensure meaningful communication during pick-up and drop-off, we kindly ask parents to refrain from using cell phones. Teachers have limited time to speak with you, so please be present and available to chat about your child's day. Thank you for helping us prioritize your child's needs!

(Initial____)

15. Fraternizing Policy

Staff members at Themba are not permitted to form personal relationships with parents outside of the school's business hours. Should a staff member choose to engage in personal interactions with any parent currently enrolled at Themba, both the staff member and the parent will face immediate termination.

(Initial____)

16. Hair Beads

For the safety of all children at the daycare center, we are implementing a NO HAIR BEADS policy. Due to the risk of beads being found on the floor, in children's mouths, and even in their noses, we ask that you do not put beads in your child's hair. If your child arrives with beads, we will remove them to ensure their safety and the safety of others.

(Initial____)



17. Healthy Meals

Themba provides breakfast, lunch, and a snack each day. If you choose to pack a lunch for your child, you agree to follow our Healthy Food Policy, which is included in your enrollment packet. This policy prohibits peanut products, junk food, fast food, and foods high in sugar. By sending lunch from home, you commit to providing your child with a healthy, well-balanced meal.

(Initial____)

18. Safety

For the safety and security of all children and staff, we kindly ask that you do not hold the front door open for anyone. Every parent and visitor must use their personal code to enter the building. If someone does not have a code, please have them ring the doorbell and present their ID for verification.

(Initial____)

19. Parking / No Idling/ Speed Limit

For the safety and convenience of all, please do not park or stand in the fire lane or around the circle. All vehicles must be parked in a designated parking space to ensure that other parents can exit the parking lot without delays. Additionally, parents and staff may not leave their car idling for more than 30 seconds while dropping off or picking up children. This policy helps maintain safety and reduces unnecessary idling. Drive slowly with a 5 mph speed limit to keep everyone safe.

(Initial ____)

20. No Admittance after 10:00 am/Shots

Children will not be admitted after 10:00 am without a doctor's note. If a child has received vaccinations during a doctor's visit, they may not return to school on the same day due to potential complications from the shots, including fever and irritability caused by the medication.

(Initial____)

21. Classroom Access & Drop-Off/Pick-Up Expectations **NEW**

To help maintain a safe, clean, and distraction-free learning environment, only enrolled children and authorized adults are permitted in the classrooms. Children under the age of 18 who are not enrolled at Themba Creative Learning Center are not allowed in the classrooms.

During drop-off and pick-up, we ask that parents and guardians keep classroom visits brief. If you need to speak with your child's teacher, please schedule a meeting or a call during planning so they can give you their full attention without disrupting the classroom.



Initial _____

22. Field Trip Participation.

You acknowledge and agree that the Center's regular program includes field trips and other off-premises activities, which may involve transporting children via public transportation, chartered vehicles, or vehicles driven by THEMBA CLC staff or parent volunteers. A separate Field Trip Permission Form will be provided for each excursion, and you will be required to sign it. You also acknowledge and agree that no alternative care will be available at the Center if you choose not to have your child participate in such field trips, and no tuition refund will be given in that case. Additionally, each parent is required to participate in and attend at least one field trip per year with their child(ren).

If the Center Director or Senior Staff determines that a child requires individual attention, the parent(s) may be asked to accompany the child on the field trip, or the child may not be allowed to participate. No alternative care will be provided for children who do not attend the trip.

(Initial ____)

23. Parent Workshop Attendance

I understand that attendance at all mandatory parent workshops is required. I commit to attending each session in full and acknowledge that my participation is essential for my child's continued involvement in the program.

(Initial ____)

24. Summer Dress Code & Water Play Requirements NEW

During the summer months, children are not required to wear school uniforms. Summer dress dates will be announced prior to the start of the season.

Children should wear comfortable, weather-appropriate clothing and closed-toe shoes that are securely strapped to the foot. Flip-flops, slides, open-toe sandals, and loose-fitting footwear are not permitted.

On scheduled Water Play Days, children must wear appropriate swimwear. Girls are required to wear one-piece swimsuits. Children must also bring a labeled towel, a change of clothes (including underwear), and water shoes. Sneakers, flip-flops, sandals, Crocs, and other non-water shoes are not permitted during water play.

Children without the required Water Play Day attire may be unable to participate in water activities.

(Initial ____)



25. Child Custody/Separation/Divorce/Other Personal Issues

Matters related to child custody, separation, divorce, or other personal issues are the responsibility of the parties involved and should not involve the School or its staff. The School does not enforce custody agreements or facilitate supervised visitation. Teachers and administrators must prioritize the well-being of the children rather than address personal family matters. If the Administration determines that a family's personal situation is or may become disruptive, this may result in immediate termination of enrollment. While we empathize with families facing these challenges, the School requires clear, unambiguous instructions regarding who is authorized to pick up children. For example, 'only mom is allowed to pick up,' 'only dad or dad's mother is allowed to pick up,' or 'both parents are allowed to pick up.' Any custody arrangement involving specific pick-up days should be addressed through legal channels, not with the School, if the wrong parent arrives for pick-up. A child may not return to Themba after a parent removes the child for visitation purposes.

(Initial ____)

26. Publicity and Outside Consultants

We request your consent to photograph, capture digital images, or record video of your child for publicity, news, website content, social media, marketing, and educational purposes.

____ Yes ____ No

(Initial ____)

27. Liability Release

THEMBA CLC maintains an insurance policy to cover its liability for injuries, losses, and damage that may occur to your child, your child's property, or your property caused by fire, theft, storm, or other causes. Acting on behalf of yourself and your child, you hereby waive and agree to release any claims that you, your child, or your child's heirs and successors may have against THEMBA CLC or any successor corporation, or against any officer, shareholder, employee, or agent of THEMBA CLC, or any successor corporation, for any and all injuries, losses, and damage to your child, your child's personal property, and your personal property to the extent that those injuries, losses, and damage are not covered by the insurance policy maintained by THEMBA CLC, or any successor corporation, or to the extent that the monetary amount of such injuries, losses, or damage exceed any amount payable under such insurance policies. You agree to be responsible for and hold harmless THEMBA CLC, any successor corporation, and any of the officers, shareholders, or directors of THEMBA CLC, or any successor corporation from and against any and all claims, suits, judgments, or costs that may be brought against THEMBA CLC, any successor corporation, its officers, employees, shareholders, or agents of THEMBA CLC, for the actual or alleged acts or omissions of you or your child/children.

(Initial ____)

28. Certification That All Information Is Correct

The following attachments are an integral part of this Enrollment Agreement. By signing, you



confirm that you have accurately completed all the forms listed below and that you have read and agree to abide by the provisions of the Parent Handbook. You further agree to notify Themba CLC of any changes to the information provided on the forms listed below:

- A. Receipt of Parent Manual
- B. Custody Information Form (if applicable)
- C. Emergency Contact Form
- D. Authorization to Treat a Minor Form
- E. Child Health Inventory and Immunization Records
- F. Government Issued ID

(Initial ____)

29. Severability/Unenforced Terms Not Waived

If any provision of this Agreement is found to be invalid or unenforceable, it shall be severed, and the remaining provisions will continue in full force and effect as if the invalid or unenforceable provision were not included. Additionally, if Themba CLC chooses not to enforce any provision of this Agreement, it will not be considered a waiver of its right to enforce compliance with that provision at a later time.

(Initial ____)

Parent's or Guardian's Signature

Date

Parent's or Guardian's Signature

Date

Center Director's\Assistant Director's Signature

Date



Parent Code of Conduct

At Themba Creative Learning Center, we are committed to providing a safe, nurturing, and professional early learning environment for every child. Parents, guardians, and all visitors play a key role in creating this atmosphere. To protect the safety, dignity, and well-being of children, families, and staff, we ask that you carefully read and follow the guidelines below.

1. Dress Code

Parents and guardians set an example for children the moment they walk through our doors. For the sake of professionalism and respect, we ask that everyone enter the building in attire that is appropriate for an educational environment. The following items are not permitted inside the center: hair bonnets, shower caps, or bedroom robes; slippers or house shoes; sheer or see-through clothing; clothing with profanity, offensive graphics, or drug/alcohol references; low-cut tops or shorts/pants that expose private areas.

2. Vehicle Safety

The safety of all children begins in our parking lot. Please do not idle your car when dropping off or picking up your child. Exhaust fumes are harmful to children and staff. In addition, under no circumstance should children under the age of 13 be left unattended in vehicles for any period of time. Even a "quick minute" poses a serious safety risk and is strictly prohibited.

3. Prohibited Substances and Odors

The presence of heavy or strong odors of marijuana, alcohol, or other substances on clothing or belongings is not acceptable on our premises. Our school is a place for children to learn, grow, and feel safe. Arriving with these odors creates an unprofessional and unsafe environment. Families who arrive in violation of this policy may be asked to leave the building until the matter is addressed.

4. Cell Phone Free Zone

Drop-off and pick-up are important moments of transition for children. Parents and guardians are expected to be fully present during these times. All phone calls must be ended before entering the building. Cell phone use is not permitted while signing children in or out. Being present allows you to greet your child, engage in brief but meaningful conversations with their teacher, and model positive social interactions. This policy also ensures that children do not overhear adult conversations that may include inappropriate topics or language.

5. Respectful Communication and Conduct



We expect all interactions between families, staff, and other parents to be respectful and courteous. Aggression, intimidation, profanity, or harassment of any kind toward staff or other families will not be tolerated. If you have a concern, please bring it to administration privately and calmly. Teachers and staff are here to support your child; disagreements should always be handled professionally.

6. Professional and Modest Behavior

Our center is a professional educational institution, not just a childcare setting. We ask parents and guardians to govern themselves with modesty and professionalism while in the building. This includes treating all staff members with courtesy, avoiding disruptive behavior and modeling the same positive values we teach your children.

7. Confidentiality and Privacy

To protect the safety and privacy of all families: Parents may not take photographs or videos of children other than their own without prior written permission. Conversations, documents or information regarding other children, families, or staff members must be kept confidential.

8. Authorized Pick-Up

The safety of children is our top priority. For this reason, strict pick-up procedures are in place: Only individuals listed on your child's authorized pick-up form may remove your child from the center. A valid photo ID will be required from anyone picking up a child. For safety reasons, staff may ask for identification multiple times, even from those who have picked up before. This procedure is not a personal attack or mistrust of families. It is a non-negotiable safety policy designed to ensure the protection of every child in our care. All individuals authorized to pick up a child must also follow this Parent Code of Conduct. Respectful communication with staff is expected at all times, including when identification is requested. Failure to comply with identification requests or with conduct expectations may result in denial of pick-up until the matter is resolved with administration.

9. Timely Pick-Up

We value your time and our staff's time. All children must be picked up promptly according to your contracted schedule. Repeated late pick-ups place stress on staff and disrupt children's routines. Late pick-up fees will be enforced, and habitual lateness may result in a conference with administration.

10. Health and Safety Compliance

To protect all children in our care, families must comply with all health and safety regulations: Children who are ill must remain at home cleared according to our health policy. Parents must follow all guidelines outlined by the Maryland State Department of Education (MSDE, and



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Themba Creative Learning Center regarding immunizations, medical forms, and illness policies. This ensures that our environment remains safe and healthy for every child

Acknowledgment

By enrolling your child at Themba Creative Learning Center, you agree to abide by this Parent Code of Conduct. We appreciate your cooperation in upholding the standards that keep our school safe, professional, and welcoming. Failure to comply may result in a meeting with administration and, in serious cases, termination of childcare services.

Child's Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____



Additional Professional Development Days - *TBD*
Calendar subject to changes

2026 - 2027 School Closings Calendar MD Pre-K Blueprint Program

August 24 August 25 August 26 August 27	Monday Tuesday Wednesday Thursday	First Day of School (A-G Last Names) First Day of School For (H-M Last Names) First Day of School (O-T Last Names) First Day of School (U-Z Last Names)
September 7 September 16	Monday Wednesday	Labor Day - School Closed Professional Development - School Closed for Students
October 9 October 16	Friday Friday	Annual Staff Retreat - 11am Dismissal Professional Development - School Closed for Students
November 11 November 25-27	Wednesday Wednesday - Friday	Veterans Day - 12pm Dismissal Thanksgiving Break - School Closed
December 21- 31	Monday - Thursday	Winter Break - School Closed
January 1 January 18	Friday Monday	New Year's Day - School Closed Martin Luther King Jr. Day - School Closed
February 15	Monday	Presidents' Day - 12pm Dismissal
March 9 March 29 - 31	Tuesday Monday - Wednesday	Professional Development - School Closed for Students Spring Break School Closed
April 1-2 April 19	Thursday - Friday Monday	Spring Break School Closed Professional Development - School Closed for Students
May 17 May 31	Monday Monday	Professional Development - School Closed for Students Memorial Day- School Closed
June 11	Friday	Last Day for Students - 12pm Dismissal

INSTRUCTIONS TO PARENT/GUARDIAN:

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____

Date of your child's last tetanus shot: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: _____

COMMENTS: _____

Note to Health Practitioner:

If you have reviewed the above information, please complete the following:

Name of Health Practitioner

Date

Signature of Health Practitioner

(_____) _____
Telephone Number

CHILD'S NAME _____													
				LAST				FIRST				MI	
SEX: MALE ☐ FEMALE ☐ BIRTHDATE _____/_____/_____													
COUNTY _____				SCHOOL _____				GRADE _____					
PARENT NAME _____										PHONE NO. _____			
OR GUARDIAN ADDRESS _____										CITY _____ ZIP _____			

Dose #	DTP-DTaP-DT Mo/Day/Yr	Polio Mo/Day/Yr	Hib Mo/Day/Yr	Hep B Mo/Day/Yr	PCV Mo/Day/Yr	Rotavirus Mo/Day/Yr	MCV Mo/Day/Yr	HPV Mo/Day/Yr	Hep A Mo/Day/Yr	MMR Mo/Day/Yr	Varicella Mo/Day/Yr	Varicella Disease Mo / Yr	COVID-19 Mo/Day/Yr
1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	_____	DOSE #1
2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2		DOSE #2
3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	Td Mo/Day/Yr _____ _____ _____	Tdap Mo/Day/Yr _____ _____ _____	MenB Mo/Day/Yr _____ _____ _____	Other Mo/Day/Yr _____ _____ _____	
4	DOSE #4	DOSE #4	DOSE #4	DOSE #4	DOSE #4								
5	DOSE #5												

To the best of my knowledge, the vaccines listed above were administered as indicated.

1. _____

Signature
Title
Date

(Medical provider, local health department official, school official, or child care provider only)

2. _____

Signature
Title
Date

3. _____

Signature
Title
Date

Clinic / Office Name

Office Address/ Phone Number

Lines 2 and 3 are for certification of vaccines given after the initial signature.

COMPLETE THE APPROPRIATE SECTION BELOW IF THE CHILD IS EXEMPT FROM VACCINATION ON MEDICAL OR RELIGIOUS GROUNDS. ANY VACCINATION(S) THAT HAVE BEEN RECEIVED SHOULD BE ENTERED ABOVE.

MEDICAL CONTRAINDICATION:

Please check the appropriate box to describe the medical contraindication.

This is a: ☐ Permanent condition OR ☐ Temporary condition until _____/_____/_____
Date

The above child has a valid medical contraindication to being vaccinated at this time. Please indicate which vaccine(s) and the reason for the contraindication.

Signed: _____ Date _____

 Medical Provider / LHD Official

RELIGIOUS OBJECTION:

I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any vaccine(s) being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Signed: _____ Date: _____

How To Use This Form

The medical provider that gave the vaccinations may record the dates (using month/day/year) directly on this form (check marks are not acceptable) and certify them by signing the signature section. Combination vaccines should be listed individually, by each component of the vaccine. A different medical provider, local health department official, school official, or child care provider may transcribe onto this form and certify vaccination dates from any other record which has the authentication of a medical provider, health department, school, or child care service.

Only a medical provider, local health department official, school official, or child care provider may sign ‘Record of Immunization’ section of this form. This form may not be altered, changed, or modified in any way.

Notes:

1. When immunization records have been lost or destroyed, vaccination dates may be reconstructed for all vaccines except **varicella, measles, mumps, or rubella**.
2. Reconstructed dates for all vaccines must be reviewed and approved by a medical provider or local health department no later than 20 calendar days following the date the student was temporarily admitted or retained.
3. Blood test results are NOT acceptable evidence of immunity against diphtheria, tetanus, or pertussis (DTP/DTaP/Tdap/DT/Td).
4. Blood test verification of immunity is acceptable in lieu of polio, measles, mumps, rubella, hepatitis B, or varicella vaccination dates, but **revaccination may be more expedient**.
5. History of disease is NOT acceptable in lieu of any of the required immunizations, except varicella.

Immunization Requirements

The following excerpt from the MDH Code of Maryland Regulations (COMAR) 10.06.04.03 applies to schools:

“A preschool or school principal or other person in charge of a preschool or school, public or private, may not knowingly admit a student to or retain a student in a:

- (1) Preschool program unless the student's parent or guardian has furnished evidence of age appropriate immunity against Haemophilus influenzae, type b, and pneumococcal disease;
- (2) Preschool program or kindergarten through the second grade of school unless the student's parent or guardian has furnished evidence of age-appropriate immunity against pertussis; and
- (3) Preschool program or kindergarten through the 12th grade unless the student's parent or guardian has furnished evidence of age-appropriate immunity against: (a) Tetanus; (b) Diphtheria; (c) Poliomyelitis; (d) Measles (rubeola); (e) Mumps; (f) Rubella; (g) Hepatitis B; (h) Varicella; (i) Meningitis; and (j) Tetanus-diphtheria-acellular pertussis acquired through a Tetanus-diphtheria-acellular pertussis (Tdap) vaccine.”

Please refer to the “**Minimum Vaccine Requirements for Children Enrolled in Pre-school Programs and in Schools**” to determine age-appropriate immunity for preschool through grade 12 enrollees. The minimum vaccine requirements and MDH COMAR 10.06.04.03 are available at www.health.maryland.gov. (Choose Immunization in the A-Z Index)

Age-appropriate immunization requirements for licensed childcare centers and family day care homes are based on the Department of Human Resources COMAR 13A.15.03.02 and COMAR 13A.16.03.04 G & H and the “**Age-Appropriate Immunizations Requirements for Children Enrolled in Child Care Programs**” guideline chart are available at www.health.maryland.gov. (Choose Immunization in the A-Z Index)

Pre K Supply List

Clothing & Bedding

- ☐ **3 sets of weather-appropriate extra clothes**
- ☐ **3 pairs of socks & underwear**
- ☐ **2 fitted crib sheets**
- ☐ **2 blanket**

Art Supplies

- ☐ **1 journal**
- ☐ **1 marble composition book**
- ☐ **1 plastic pencil box**
- ☐ **1 folder**

Personal Items

- ☐ **1 family photo**
- ☐ **1 backpack for personal items**
- ☐ **1 reusable water bottle**

All supplies are required and due the first day of school!

For the safety of all children, plastic bags are not permitted in the center. Please ensure all of your child's belongings fit inside their backpack or lunchbox. No plastic bags are allowed.