



New Family Checklist

Welcome to Crofton Nursery School! Below you'll find a list of all paperwork and other requirements that must be completed before your child begins school. Please complete this checklist and return along with the documents listed below. If you have questions about any of these requirements, please contact our VP for Health & Safety at healthsafety.cns@gmail.com.

Child's name _____
Class _____

CNS Permissions and Acknowledgments

- Responsibilities of Membership
- Discipline Policy
- Digital Documents Receipt
- Release Form for Marketing Usage

Required Forms for New Students

- OCC Health Inventory
Must be completed by your child's physician.
- Immunization Certificate
Must be completed by your child's physician.
- Medication Administration Authorization Form, if needed
Please submit two hard copies.
- OCC Emergency Contact Form
MUST LIST 3 EMERGENCY CONTACTS. Please submit three hard copies.

Required Forms for Classroom Volunteers

Please submit a copy of this page for each classroom volunteer.

Volunteer name _____

Class _____

- OCC Medical Report for Child Care
Must be completed by a physician. PLEASE PROVIDE 2 HARD COPIES.
Date Completed: _____
- OCC Release of Information
PLEASE PROVIDE 2 NOTARIZED HARD COPIES.
Date Completed: _____
- Classroom Volunteer Scheduling Questionnaire
- Copy of government-issued photo ID—front and back
- Copy of COVID-19 vaccine card—front and back
- Copy of CPR & First Aid certification
See note below.
Expiration Date: _____
- Fingerprinting/Background Check
See note below.
- Health and Safety Tour Completion Form
To be signed after completion of the Health & Safety tour during Health & Safety Night.

CPR & First Aid Certification

All adults working in our classroom must obtain a certificate for Adult and Pediatric First Aid/CPR/AED. We provide classes at the school during the summer that meet this requirement, but if you are unable to attend a CNS sponsored class, you must fulfill this requirement independently and provide a copy of your certification to CNS before classes begin.

Fingerprinting/Background Check

All adults working in our classroom must obtain a full federal and state criminal background check (not a "child care volunteer" check). CNS will arrange for a vendor to provide fingerprinting and background checks to all new members during Health & Safety Night in mid-July. If you are unable to attend this event, you must obtain your own fingerprinting and background check. To find approved vendors, please visit <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>. Please give the vendor the school's CJIS (Criminal Justice Information Systems) and OCC (Office of Child Care) authorization numbers.

CJIS: 9800077604

OCC: 1100000016