



Clubhouse Kids' Instructions for our Maryland State Health Forms Packet

Below is a list and description of several Maryland State Dept of Education - Office of Child Care (MSDE-OCC) and Dept of Health & Mental Hygiene (DHMH) forms that may be required when enrolling in a Maryland licensed child care. All forms listed are not required for all families. **The highlighted forms below are the ones most frequently needed.** Most forms have an identifying form number in small print at the bottom left of the form, and all are available for download on our website at www.ClubhouseKidsOnline.com/forms. Please review the list below to determine which forms may be necessary for each child. Required forms must be turned in 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 for the first time, and must be updated as changes occur, or at least annually.
2. **MSDE-OCC - Health Inventory Form 1215 (parts 1 and 2)** - "Part 1" of this form must be provided prior to attending Clubhouse Kids the first time, and again if any major health changes occur. **"Part 2" requires a physician's signature.** You may have provided it to the school at registration. If so, you may request your child's school nurse to provide a copy to us.
3. **DHMH - Immunization Form 896** - This form, or a substitute printed immunization record from a physician, must be provided prior to first attending Clubhouse Kids, and again after any immunizations have been updated (usually ages 5 & 11).
4. **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 (ever) per family, unless the form is updated by MSDE.
5. **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.
6. **MSDE-OCC - Medication Administration Authorization Form 1216** - This form is only required for children who need to take medication while in Clubhouse Kids' care (may not be necessary if using Form 1216A, 1216B, or 1216C). **This applies to both prescription and over-the-counter medications.** This form must be updated annually.
7. **MSDE-OCC - Asthma Action Plan and Medication Administration Authorization Form 1216A** - This form is required for children who need asthma medication while at Clubhouse Kids and describes a plan of action to follow if an asthma attack occurs. It authorizes the child to self-carry/self-administer medication, as well as authorizes Clubhouse Kids staff to administer medication. This form is used for asthma medication only, and is used without Form 1216 (may be used in place of Form 1216). This form must be updated annually. Available on our website at www.ClubhouseKidsOnline.com/forms.
8. **MSDE-OCC - Allergy and Anaphylaxis Medication Administration Authorization Form 1216B** - This form is required for children who have allergies that may require medication while in Clubhouse Kids care. This form is used for allergy and anaphylaxis medication only, and is used without Form 1216 (may be used in place of Form 1216). This form must be updated annually. Available on our website at www.ClubhouseKidsOnline.com/forms.
9. **MSDE-OCC - Seizure/Convulsion/Epilepsy Disorder Medication Administration Authorization Form 1216C** - This form is required for children who need seizure/convulsion/Epilepsy Disorder medication while at Clubhouse Kids and describes a plan of action to follow if such an attack occurs. It authorizes Clubhouse Kids staff to administer medication. This form is used for seizure/convulsion/Epilepsy Disorder medication only, and is used without Form 1216 (may be used in place of Form 1216). This form must be updated annually. Available on our website at www.ClubhouseKidsOnline.com/forms.
10. **MSDE-OCC - Topical Basic Care Product Application Authorization Form 1216E** - This form is required for children whose parent requests the child care provider to apply diaper rash cream, sunscreen, or insect repellent to their child when in Clubhouse Kids' care. This form is used for these three items **ONLY**, and is used without Form 1216 (may be used in place of Form 1216). This form must be updated annually. Available on our website at www.ClubhouseKidsOnline.com/forms.

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