

## ERS ENROLLMENT PACKET (CHILD INFORMATION PACKET)

- An “ERS 2018-19 Child Information Packet” will be sent via email to ONE guardian to complete.
  - This will take about 30-45 minutes, with most time spent reading
  - **You must fill in all required blanks**, as they are required for licensing; if a field is truly not applicable to your family mark it “N/A”
  - Tip – dates need to be in MM/DD/YYYY format
  - Once the first guardian completes all fields and signs, the document will automatically be sent to the second guardian (if there is one) to sign only.
  - **All form fields must be completed. Licensing requires almost all blanks to have family specific details. You can put N/A if it's truly not applicable.**
- Child Record
  - Child Record is for only one enrolled child. You will fill out another form for each sibling.
- Parent Information Record
  - If parents do not share the same residence, please note that the address for Parent #1 will be the child's primary address for ERS record keeping.
  - We require TWO listed contact phone numbers for each parent.
- Emergency Contacts
  - Please choose TWO semi-local emergency contacts for whom you have an address, email and phone numbers - those are all required. (Parents/guardians may not serve as emergency contacts)
  - One emergency contact must be non-local.
- Pick up and Transport of your Child(ren)
  - Please include the names of all people allowed to pick up and transport your child.
  - Please note that any individuals listed as local emergency contacts are automatically approved for pickup and transportation.
  - For ease for you, we suggest including fellow school parents who you will permit to transport your child, if you choose.
- Topical Application Form
  - Please make sure to check yes or no for each product.
  - Don't forget the 'valid date through' and to use the correct format (we suggest 08/23/2019, which is the last day of summer camp 2019; new forms will be required for *all* children for the 2019-2020 school year)
- The Liability Waiver form
  - Also needs a date valid through. (i.e. 08/23/2019)

## VA HEALTH FORM

- Parts 1, 2, and 3 are required with physician's signatures (a physical signature is required) and practice/office stamps, as well as guardian signature where indicated.

## PROOF OF BIRTH

- Accept only: Original Birth Certificate, Passport, or Proof of Birth Letter
- New Families Only: Please scan and email a copy of proof of birth at the time that you submit camp forms. You are welcome to drop off or mail as well. **We will need to see original document on first day of attendance**, but we need a copy in place prior to camp starting.