

**WEST DES MOINES UNITED METHODIST EARLY LEARNING PRESCHOOL**

720 GRAND AVENUE

515 279-8897

WEST DES MOINES, IA 50265 [nsetchell@wdmumc.org](mailto:nsetchell@wdmumc.org)

Dear Parents of Newly Enrolled Children,

Thank you for registering your child at the West Des Moines United Methodist Early Learning Preschool for the next school year.

**FORMS NEEDED BY JULY 1:**

The following forms are enclosed and must be completed and returned by July 1—

Enrollment Form

Certificate of Immunization Card

Physician's Medical Report

Allergy and Medical Emergency Action Plan—if we have been informed of an allergy or medical condition for your child. If we have not been notified of an allergy or medical condition for your child, please contact us as soon as possible so that the Action Plan may be mailed to you for completion.

Medical Emergency Action Plan Medication Authorization—if we have received an Action Plan that states that medication must be administered as part of the plan

**OTHER ADMISSION REQUIREMENTS:**

1. Children must meet the following age requirements—

3 Year Old Classes-children must be 3 years old by September 15, 2022 in order to enroll for the 2022-23 school year

2 Year Old Classes-children must be 2 years old by September 15, 2022 in order to enroll for the 2022-23 school year

Young 2 Year Old Classes-children must be 18 months old by September 1, 2022 and be able to drink from a cup in order to enroll for the 2022-23 school year

2. **A \$100.00 Registration Deposit is required at this time for Preschool classes—it is non-refundable**

3. **September tuition is due by July 1**

**PARENT ORIENTATION:** A Parent Orientation for parents only will be held in August. Information will be mailed in July to confirm your child's class assignment and provide you with the Parent Orientation date.

**CHILD ORIENTATION:** We feel the first hours and days your child spends in our preschool are very important. We do spend time and place emphasis on the orientation of each child. **The first week of school (3 year old and 2 year old classes) or first two weeks of school (young 2 year old classes) the class sessions will be shortened to facilitate your child's adjustment to preschool.** Information about the specific times for the Child Orientation Week will be sent to you in July.

**PRESCHOOL COST:**

Registration Deposit		\$100.00
3 Year Old Monthly Tuition	Monday/Tuesday/Wednesday am & pm	175.00
2 Year Old Monthly Tuition	Monday/Tuesday/Wednesday am	215.00
2 Year Old Monthly Tuition	Thursday/Friday am	150.00
Young 2 Year Old Monthly Tuition	Monday/Wednesday & Tuesday/Thursday am	150.00

**Please send the Registration Deposit for your child as soon as possible if you have not already done so. This will ensure a spot for your child in preschool.**

If you have any questions or would like to arrange a visit, please contact me at 515 279-8897 or [nsetchell@wdmumc.org](mailto:nsetchell@wdmumc.org) or Teresa Young at the above telephone number or [tyoung@wdmumc.org](mailto:tyoung@wdmumc.org).

Thank you again for your interest in our program and welcome to the West Des Moines United Methodist Early Learning Preschool. We are glad you have chosen our preschool.

Cordially,

  
Nancy M. Setchell

Director Of West Des Moines United Methodist Early Learning Preschool

**YOUNG 2'S ENROLLMENT FORM**  
**WEST DES MOINES UNITED METHODIST EARLY LEARNING PRESCHOOL**  
**720 GRAND AVE. WEST DES MOINES, IA 50265 515 279-8897**  
[nsetchell@wdmumc.org](mailto:nsetchell@wdmumc.org)

Child's Name \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_  
 Primary Home Language \_\_\_\_\_

My child has an Allergy:  Yes  No

If yes, please explain \_\_\_\_\_  
 Please list any special medical needs that your child may have \_\_\_\_\_

\*If your child has an allergy or medial condition you will be given an Action Plan to complete.

**EMERGENCY INFORMATION**

In the event parents are unreachable, please list Alternate Numbers in case of emergency:

Name	Relationship	Phone #	Phone #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

In the event that my child may require emergency medical, dental, or surgical care while I am unable to be reached, I hereby give my consent to medical, dental, or surgical treatment to: **This section MUST be completed**

Doctor/Clinic Name _____	Phone _____
Doctor Address _____	City, Zip _____
Dentist Name _____	Phone _____
Dentist Address _____	City, Zip _____

\*If your child has not been to the dentist, yours may be listed

Hospital Preferred: (circle one) Blank Children's	Broadlawns	Lutheran
Unity Point Methodist (downtown)	Unity Point Methodist West (60 <sup>th</sup> St)	
Mercy One (downtown)	Mercy One West Lakes (60 <sup>th</sup> St)	

Insurance Company Policy Name and Number \_\_\_\_\_

I agree to pay all the costs and fees contingent on emergency care or treatment for my child as secured or authorized under this consent.

**PICK UP PERMISSION INFORMATION**

My child has permission to participate in all field trips (Preschool Pre-K's) and outdoor activities of the Preschool. If he/she is not to participate in a given activity, please notify the Teacher/Director in writing.

I hereby give permission for my child to leave school with the following persons named below. It is the responsibility of the parent to notify the Preschool, in writing, of any changes.

Name/Relationship	Name/Relationship
1. _____ Mother	3. _____
2. _____ Father	4. _____

\*Please note, a pick up restriction of either parent can only be done with a court order. These documents must be kept in the child's file. If there is a separation, divorce, or other custody issue of which we should be aware, please explain \_\_\_\_\_

Are there any persons who may **NOT** pick up your child?  Yes  No  
 If yes, please list \_\_\_\_\_

**PRIMARY HOUSEHOLD INFORMATION**

(Address where child resides)	
Address _____	City, Zip _____
Name _____	Name _____
Relation to Child _____	Relation to Child _____
Phone _____	Phone _____
Employer _____	Employer _____
Work Phone _____	Work Phone _____

**SECONDARY HOUSEHOLD INFORMATION**

(Additional legal guardians who do not live at primary household address)

Address \_\_\_\_\_ City, Zip \_\_\_\_\_  
Name \_\_\_\_\_ Name \_\_\_\_\_  
Relation to Child \_\_\_\_\_ Relation to Child \_\_\_\_\_  
Phone \_\_\_\_\_ Phone \_\_\_\_\_  
Employer \_\_\_\_\_ Employer \_\_\_\_\_  
Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**FAMILY/CHILD HISTORY**

Marital Status: Married \_\_\_ Divorced \_\_\_ Separated \_\_\_ Other \_\_\_

Please list all brothers and sisters in the household (include last names and schools attending)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ School \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ School \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ School \_\_\_\_\_

Has this child attended preschool or child care before?  Yes  No

If yes, please list center and dates attended \_\_\_\_\_

Has this child received services from Heartland AEA or any other agency?  Yes  No

If yes, please describe \_\_\_\_\_

Is this child on an IEP or have they been? (Individualized Education Plan)  Yes  No

If yes, for what reason? \_\_\_\_\_

Does this child have any health or developmental concerns?  Yes  No

If yes, please describe \_\_\_\_\_

**AUTHORIZATION INFORMATION**

I hereby give permission to the Preschool to use photographs of my child to be displayed in the classroom and/or hallway of the Preschool. My child's first name will only be displayed inside his/her classroom:  Yes  No

\*If our Preschool would like to include your child's photograph in our Website, Brochure, and/or local newspaper, you will be contacted for permission.

**FAMILY EMAIL ADDRESS**

Email address \_\_\_\_\_ \* PLEASE PRINT

\_\_\_ Yes, I authorize you to include my email address on my child's classlist

\_\_\_ No, I do not have an email address, or I do not want my email address included on my child's classlist

I have read and completed the above information regarding Emergency Information, Medical Consent, Pick-up Permission, and Authorization Information to the best of my knowledge.

I consent that the information completed on the Certificate of Immunization Card, Physician's Medical Report, Enrollment Form, Allergy And Medical Emergency Action Plan (if applicable), and Allergy And Medical Emergency Medication Authorization (if applicable) is accurate to the best of my knowledge. I understand that the above information will be used by staff at the West Des Moines United Methodist Early Learning Preschool in order to facilitate the best possible school learning experience for my child.

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



# Iowa Department of Public Health Certificate of Immunization

Name Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the above named applicant has a record of age-appropriate immunizations that meet the requirement for licensed child care or school enrollment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Physician, Physician Assistant, Nurse, or Certified Medical Assistant

A representative of the local Board of Health or Iowa Department of Public Health may review this certificate for survey purposes.

Vaccine	Date Given	Doctor / Clinic / Source
Diphtheria, Tetanus, Pertussis DTaP/DTP/DT/ Td/Tdap		
Polio IPV/OPV		
Measles, Mumps, Rubella MMR		
Haemophilus influenzae type b Hib		
Hepatitis B		

Vaccine	Date Given	Doctor / Clinic / Source
Varicella <small>Chicken Pox If patient has a history of natural disease write "Immune to Varicella"</small>		
Pneumococcal PCV/PPV		
Meningococcal MCV4/MPSV4		
Hepatitis A		
Rotavirus		
Human Papilloma Virus HPV		
Other		

# IMMUNIZATION REQUIREMENTS

Applicants enrolled or attempting to enroll shall have received the following vaccines in accordance with the doses and age requirements listed below. If, at any time, the age of the child is between the listed ages, the child must have received the number of doses in the "Total Doses Required" column.

Institution	Age	Vaccine	Total Doses Required
Licensed Child Care Center	Less than 4 months of age	This is not a recommended administration schedule, but contains the minimum requirements for participation in licensed child care. Routine vaccination begins at 2 months of age.	
	4 months through 5 months of age	Diphtheria/Tetanus/Pertussis	1 dose
		Polio	1 dose
		<i>haemophilus influenzae</i> type B	1 dose
		Pneumococcal	1 dose
	6 months through 11 months of age	Diphtheria/Tetanus/Pertussis	2 doses
		Polio	2 doses
		<i>haemophilus influenzae</i> type B	2 doses
		Pneumococcal	2 doses
	12 months through 18 months of age	Diphtheria/Tetanus/Pertussis	3 doses
		Polio	2 doses
		<i>haemophilus influenzae</i> type B	2 doses; or 1 dose received when the applicant is 15 months of age or older.
		Pneumococcal	3 doses if the applicant received 1 or 2 doses before 12 months of age; or 2 doses if the applicant has not received any previous doses or has received 1 dose on or after 12 months of age.
	19 months through 23 months of age	Diphtheria/Tetanus/Pertussis	4 doses
		Polio	3 doses
		<i>haemophilus influenzae</i> type B	3 doses, with the final dose in the series received on or after 12 months of age, or 1 dose received when the applicant is 15 months of age or older.
		Pneumococcal	4 doses; or 3 doses if the applicant received 1 or 2 doses before 12 months of age; or 2 doses if the applicant has not received any previous doses or has received 1 dose on or after 12 months of age.
		Measles/Rubella <sup>1</sup>	1 dose of measles/rubella-containing vaccine received on or after 12 months of age; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.
		Varicella	1 dose received on or after 12 months of age if the applicant was born on or after September 15, 1997, unless the applicant has had a reliable history of natural disease.
	24 months and older	Diphtheria/Tetanus/Pertussis	4 doses
Polio		3 doses	
<i>haemophilus influenzae</i> type B		3 doses, with the final dose in the series received on or after 12 months of age; or 1 dose received when the applicant is 15 months of age or older. Hib vaccine is not indicated for persons 60 months of age or older.	
Pneumococcal		4 doses if the applicant received 3 doses before 12 months of age; or 3 doses if the applicant received 2 doses before 12 months of age; or 2 doses if the applicant received 1 dose before 12 months of age or received 1 dose between 12 and 23 months of age; or 1 dose if no doses had been received prior to 24 months of age. Pneumococcal vaccine is not indicated for persons 60 months of age or older.	
Measles/Rubella <sup>1</sup>		1 dose of measles/rubella-containing vaccine received on or after 12 months of age; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.	
Varicella		1 dose received on or after 12 months of age if the applicant was born on or after September 15, 1997, unless the applicant has had a reliable history of natural disease.	
Elementary or Secondary School (K-12)	4 years of age and older	Diphtheria/Tetanus/Pertussis <sup>4,5</sup>	3 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born on or before September 15, 2000 <sup>2</sup> ; or 4 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born after September 15, 2000, but before September 15, 2003 <sup>2</sup> ; or 5 doses with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born on or after September 15, 2003 <sup>2,3</sup> ; and 1 time dose of tetanus/ diphtheria/acellular pertussis-containing vaccine (Tdap) for applicants in grades 7 and above, if born on or after September 15, 2000; regardless of the interval since the last tetanus/diphtheria containing vaccine.
		Polio <sup>7</sup>	3 doses, with at least 1 dose received on or after 4 years of age if the applicant was born on or before September 15, 2003; or 4 doses, with at least 1 dose received on or after 4 years of age if the applicant was born after September 15, 2003. <sup>8</sup>
		Measles/Rubella <sup>1</sup>	2 doses of measles/rubella-containing vaccine; the first dose shall have been received on or after 12 months of age; the second dose shall have been received no less than 28 days after the first dose; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.
		Hepatitis B	3 doses if the applicant was born on or after July 1, 1994.
		Varicella	1 dose received on or after 12 months of age if the applicant was born on or after September 15, 1997, but born before September 15, 2003, unless the applicant has had a reliable history of natural disease; or 2 doses received on or after 12 months of age if the applicant was born on or after September 15, 2003, unless the applicant has a reliable history of natural disease. <sup>8</sup>

<sup>1</sup> Mumps vaccine may be included in measles/rubella-containing vaccine.

<sup>2</sup> DTap is not indicated for persons 7 years of age or older, therefore, a tetanus and diphtheria-containing vaccine should be used.

<sup>3</sup> The 5<sup>th</sup> dose of DTap is not necessary if the 4<sup>th</sup> dose was administered on or after 4 years of age.

<sup>4</sup> Applicants 7 through 18 years of age who received their 1<sup>st</sup> dose of diphtheria/tetanus/pertussis-containing vaccine before 12 months of age should receive a total of 4 doses, with one of those doses administered on or after 4 years of age.

<sup>5</sup> Applicants 7 through 18 years of age who received their 1<sup>st</sup> dose of diphtheria/tetanus/pertussis-containing vaccine at 12 months of age or older should receive a total of 3 doses, with one of those doses administered on or after 4 years of age.

<sup>6</sup> If an applicant received an all-inactivated poliovirus (IPV) or all-oral poliovirus (OPV) series, a 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered on or after 4 years of age.

<sup>7</sup> If both OPV and IPV were administered as part of the series, a total of 4 doses are required, regardless of the applicant's current age.

<sup>8</sup> Administer 2 doses of varicella vaccine, at least 3 months apart, to applicants less than 13 years of age. Do not repeat the 2<sup>nd</sup> dose if administered 28 days or greater from the 1<sup>st</sup> dose. Administer 2 doses of varicella vaccine to applicants 13 years of age or older at least 4 weeks apart. The minimum interval between the 1<sup>st</sup> and 2<sup>nd</sup> dose of varicella for an applicant 13 years of age or older is 28 days.

**PHYSICIAN'S MEDICAL REPORT**  
**WEST DES MOINES UNITED METHODIST EARLY LEARNING PRESCHOOL**  
 720 Grand Avenue 279-8897  
 West Des Moines, IA 50265  
 Fax # 279-3523

**To be completed by physician**

Name \_\_\_\_\_ DOB \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Date Of Exam \_\_\_\_\_

Physical Examination

√ = Normal or Negative		
Appearance _____	Speech _____	Back _____
Posture _____	Ears/Hearing _____	Extremities _____
Nutrition _____	Nose _____	Hemoglobin _____
Developmental Screening _____	Throat _____	Blood Pressure _____
Autism Screening _____	Oral/Teeth _____	Urine Analysis _____
Psychosocial/Behavioral Screening _____	Thyroid _____	Lead Screening _____ (date)
Neurological _____	Lymph Nodes _____	Height _____
Skin _____	Genitalia _____	Weight _____
Hair/Scalp _____	Hernia _____	Heart _____
Eyes/Vision _____	Abdomen _____	Lungs _____

Developmental Referral Made Today:    Yes    No

Oral/Health Dental Referral Made Today:    Yes    No

Eyes/Vision Referral Made Today:    Yes    No

Allergies \_\_\_\_\_

Medications \_\_\_\_\_

Chronic Disease \_\_\_\_\_

Remedial Defects \_\_\_\_\_

Program Participation: Full \_\_\_\_\_ Limited \_\_\_\_\_

List Limitations \_\_\_\_\_

Physician's additional comments and recommendations \_\_\_\_\_

Name of Clinic/Office \_\_\_\_\_

Address \_\_\_\_\_

Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

# ALLERGY AND MEDICAL EMERGENCY ACTION PLAN

WEST DES MOINES UNITED METHODIST EARLY LEARNING PRESCHOOL

720 GRAND AVENUE WEST DES MOINES, IA 50265

279-8897 Fax # 279-3523

nsetchell@wdmumc.org or tyoun@wdmumc.org

## STEP 1: CHILD INFORMATION

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_

Child's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Child's Health Condition \_\_\_\_\_

What are signs/symptoms of this condition? \_\_\_\_\_

What accommodations should the school make for your child? \_\_\_\_\_

What emergency or unusual episode might arise while your child is at our school? \_\_\_\_\_

What should be done? \_\_\_\_\_

\*Please complete Step 2 if your child's Allergy or Medical treatment could require administering Epinephrine and/or Antihistamine. Otherwise skip to Step 3 to complete the Action Plan form.

## STEP 2: TREATMENT

### Symptoms:

- \*If a food allergen has been ingested, but no symptoms
- \*Mouth Itching, tingling, or swelling of lips, tongue or mouth
- \*Skin Hive, itchy rash, swelling of the face or extremities
- \*Gut Nausea, abdominal cramps, vomiting or diarrhea
- \*Throat Tightening of throat, hoarseness or hacking cough
- \*Lung Shortness of breath, repetitive coughing or wheezing
- \*Heart Thready pulse, low blood pressure, fainting, pale or blueness

\*Other \_\_\_\_\_

\*If reaction is progressing (several of the above areas affected), give

### Give checked Medication:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |

### DOSAGE

Epinephrine: inject intramuscularly (circle one) EpiPen® EpiPen Jr.® Twinject™ 0.3 mg  
Twinject™ 0.15 mg (Our staff is trained in administering Epinephrine)

Antihistamine: give \_\_\_\_\_

Other: give \_\_\_\_\_

**STEP 3: EMERGENCY CALLS**

Contact Information—please number contacts 1, 2, 3 so our school knows the order in which they should be contacted:

911 will be called **FIRST** if Epinephrine is given or we feel your child's life is in danger. Then we will call the first contact given below.

\_\_\_ Father \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
(home, work, cell, other)

\_\_\_ Mother \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
(home, work, cell, other)

\_\_\_ Other \_\_\_\_\_ Relationship To Child \_\_\_\_\_  
Daytime Phone \_\_\_\_\_  
(home, work, cell, other)

Name of Hospital \_\_\_\_\_

Physicians Name \_\_\_\_\_ Phone # \_\_\_\_\_

\*Even if parent/guardian cannot be reached, do not hesitate to medicate or take my child to the medical facility listed.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Physician or licensed health care provider: (Required)

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_



# Medication Authorization

West Des Moines United Methodist Early Learning Preschool  
 720 Grand Ave. West Des Moines, IA 50265 515-279-8897  
 Fax#279-3523 nsetchell@wdmumc.org

Child's Name: \_\_\_\_\_

All prescription and non-prescription medications require written authorizations. Each prescription medication must be in the original container, with the directions and label intact. Each non-prescription medication must be in the original container labeled with the child's name. Clear and complete instructions must be provided.

I Authorize West Des Moines United Methodist Early Learning Preschool to administer the following:	
Name of Medication:	_____
Amount to be given:	_____
Reason to be given:	_____
Time to be given:	_____
Date(s) of authorization: from	_____ to _____
Signature of Parent or Guardian	_____
Date:	_____

Date	Medication	Amount	Time Given	Given By

I picked up my child's medication on the following date:

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_