

## INTAKE FOR CHILD UNDER 2 YEARS – CHILD CARE CENTERS

**Use of form:** This form is mandatory for family child care centers to comply with HFS 45.09(1)(c)1. Failure to comply may result in issuance of a noncompliance statement. This form is voluntary for group child care centers; however, it meets the requirements of HFS 46.09(1)(a). This form collects information about children under age 2 in order to aid child care workers in individualizing the program of care for the child in a family or group child care center. Personally identifiable information is collected to assist in providing quality child care services and will be used only for this purpose.

**Instructions:** This form is to be completed by a parent prior to a child's first day of attendance. Regular updates can be noted. This form should be kept in the room where care is provided. If additional space is needed, attach a separate sheet.

First Day of Attendance (mm/dd/yyyy)

### PARENT / CHILD NAME AND ADDRESS

Name – Child (Last, First, MI)

Nickname (If any)

Birthdate (mm/dd/yyyy)

Name – Parent(s) (Last, First, MI)

Telephone Number – Home

Address – Parent(s) (Street, City, State, Zip Code)

**HEALTH** Note: Health conditions that may affect the care of the child must be recorded on the CFS-2345, Health History and Emergency Care Plan. The CFS-2345 should be shared with any person who provides care for the child.

Child has frequent colds, ear infections, colic, etc. – Describe.

UPDATES

### MEALS

Current feeding schedule

Length of time on current schedule

Food type

Formula  Strained  Junior  Table  Milk type – Specify:

New food timetable

When eating, child is –

Held in lap  In highchair  Other – Specify:

Feeds self

Yes  No If "Yes", uses:  Spoon  Fork  Hands

Special feeding problems

Yes  No If "Yes" – Specify:

Food allergies

Yes  No If "Yes" – Specify:

Favorite foods – Specify.

Refused foods – Specify.

UPDATES

**SLEEP**

Current sleep schedule

Length of time on current schedule

Falls asleep easily

 Yes  No

Mood upon awakening – Describe.

Takes favorite toy(s) to bed – **child over age 1 year** Yes  No If "Yes" – list toy(s):Sleep position – **child under age 1 year****Note:** Children under age 1 year must be placed to sleep on their back unless a written statement from the child's physician is attached. See HFS 45.09(2)(c) and HFS 46.09(2)(bm). Back for children under age 1 year  Side or stomach (physician statement attached)Sleep position – **child over age 1 year** Back  Side or stomach

UPDATES

**DIAPERING / TOILETING**

Diaper – type

 Cloth  Disposable

Diapers provided by parent

 Yes  No

Plastic pants used

 Always  Never  Sometimes If "Sometimes" – Specify:

Highly sensitive skin

 Yes  No

Frequent diaper rash

 Yes  No

Oil, powder or lotion used

 Yes  No If "Yes", product name(s) – Specify:

Toilet training attempted

 Yes  No If "Yes", describe routine.

Type of toilet seat used at home

 Potty chair  Special toilet seat  Regular toilet seat

Regular bowel movements

 Yes  No How often.

Time(s) of day:

Toileting problems

 Yes  No If "Yes" – Describe.

UPDATES

**VERBAL COMMUNICATION**

Family speaks what language – Specify.

 English  Other If "Other" – Specify:

Age child began talking

Child speaks in

 Words  Sentences

Words used to describe special needs – Specify.

UPDATES

---

**COMFORTING**

Does child have a fussy time?

Yes  No If "Yes" – Specify time.

How is fussy time handled?

---

Child likes to be:

Held  Sung to  Rocked  Read to  Other – Specify:

Special things you say or do to comfort child.

---

---

UPDATES

---

---

**SELF-EXPRESSION**

What causes your child to feel angry or frustrated?

---

What frightens your child and how is it shown?

---

How does your child express feelings of happiness, enjoyment, etc.?

---

Additional comments

---

---

UPDATES

---

---

**PHYSICAL AND SOCIAL DEVELOPMENT**

Is your child able to – (Check all that apply)

Sit up alone  Pull up  Crawl  Walk holding on  Walk without support

Yes  No Is your child used to playmates?

Comments

---

---

**MISCELLANEOUS**

Child's **indoor** favorite toys and activities – Specify.

---

Child's **outdoor** favorite toys and activities – Specify.

---

---

UPDATES

---

By providing complete information about your child, you will be assisting staff in creating a positive experience for him / her while in care. List any information about your child's habits, abilities or personality that you feel will be helpful to the staff while caring for your child.

---

**SIGNATURE** – Parent

---

Date Signed