

# Musconetcong Valley Community Association

Valley Professional Center, 59 East Mill Road, PO Box 399, Long Valley, NJ 07853  
Phone: 908-876-3141 Web: www.mvca.org Fax: 908-876-9435

Dear Parent,

For safety reasons, it is important that we, the caregivers of your child, be aware of any situation of limited or sole custody. Please indicate on the lines below the name(s), address and business/all home phone numbers of limited or non-custodial parent(s). Please also note the days in which limited custodial parents may pick up your child.

Please be advised, the state licensing rules require that we have written notification from you if there are any changes to this information. This policy must be strictly enforced for the protection of your child.

If applicable, please attach a copy of any court order(s) concerning your child.

**If this form is not applicable to you, please check the box and sign.**

Thank you for your attention to this matter.

Sincerely,

Andi Huber  
MVCA Director

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

**This form *is not* applicable:**

This form is **NOT** applicable to my child's situation (please check).

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

**This form *is* applicable:**

This form **IS** applicable to my child's situation (please check).

Name	Address	Work Phone	Home Phone	Days

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

# Musconetcong Valley Community Association

Application for School Age Child Care Program

## Application Form

Please **print** neatly and fill out one application per child

Circle which days attending M T W Th F School \_\_\_\_\_ Grade \_\_\_\_\_  
Childs Name \_\_\_\_\_ Program needed \_\_\_\_\_  
Date of birth \_\_\_\_\_ Sex \_\_\_\_\_ Home phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

### Parent Employment Information

Mother Place of Employment \_\_\_\_\_ Address \_\_\_\_\_  
Business Phone \_\_\_\_\_ Hours \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Father Place of Employment \_\_\_\_\_ Address \_\_\_\_\_  
Business Phone \_\_\_\_\_ Hours \_\_\_\_\_  
Cell Phone \_\_\_\_\_

In case of an emergency or snow closing that a parent cannot be reached, please provide at least one local contact who will pickup and assume responsibility for your child.

Name \_\_\_\_\_ Address \_\_\_\_\_  
Daytime phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Daytime phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Relationship \_\_\_\_\_

The individual(s) named below have my permission to pick up my child on the following days.

Name \_\_\_\_\_ Address \_\_\_\_\_ Days M T W Th. F  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Days M T W Th. F  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_

My above named child has permission to participate in all activities, which are a part of this program. I also give my permission to use any photos taken during this program for use in program literature.

Signature of parent or legal guardian \_\_\_\_\_ Date \_\_\_\_\_

I have received and read the MVCA Parent Handbook, and understand the following program statements and policies include therein (please initial each):

- \_\_\_\_\_ Parent Handbook, including Communicable Disease Policy
- \_\_\_\_\_ Positive Discipline Policy
- \_\_\_\_\_ Impaired Individual Policy
- \_\_\_\_\_ Information to Parents Statement

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

Office use: Date received \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Ck # \_\_\_\_\_ CC \_\_\_\_\_ A \_\_\_ B \_\_\_ C \_\_\_ D \_\_\_

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## Emergency Information Form

### Child's Information

Child's Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

### Mother's Information

Mother's Name \_\_\_\_\_  
Place of Employment \_\_\_\_\_  
Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Business Phone \_\_\_\_\_ Cell Phone / Pager \_\_\_\_\_

### Father's Information

Father's Name \_\_\_\_\_  
Place of Employment \_\_\_\_\_  
Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Business Phone \_\_\_\_\_ Cell Phone / Pager \_\_\_\_\_

### Additional Information

In case of medical emergency, every effort will be made to contact the parents or guardians of the child. We also request the following information to have on file in case of an emergency where parents cannot be reached.

Relative \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Other contact \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Musconetcong Valley Community Association**

Application for School Age Child Care Program

*Medical History Form*

Child's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Health History:** (Give applicable dates or N/A to indicate No Problem for each item)

Heart Trouble \_\_\_\_\_ Measles \_\_\_\_\_ Mumps \_\_\_\_\_  
Seizures \_\_\_\_\_ Fainting \_\_\_\_\_ Diabetes \_\_\_\_\_  
Kidney Trouble \_\_\_\_\_  
Asthma (give details) \_\_\_\_\_  
Penicillin or other drug reactions (give details) \_\_\_\_\_

Behavior \_\_\_\_\_  
\_\_\_\_\_

Serious Injuries \_\_\_\_\_  
\_\_\_\_\_

Reactions to Insect Bites or Stings \_\_\_\_\_  
\_\_\_\_\_

Any special problems that the staff should be aware of \_\_\_\_\_  
\_\_\_\_\_

Are there any specific activities to be restricted \_\_\_\_\_ ?  
\_\_\_\_\_

Is your child now receiving any medication? \_\_\_\_\_ If so, what kind? \_\_\_\_\_  
For what reason \_\_\_\_\_

Please notify the MVCA staff or office if your child is exposed to any communicable diseases

As the parent/guardian of this child, I hereby certify that the information provided is complete and correct to the best of my knowledge, and that this child is in good health and can participate in the normal activities of the program. In the event that I cannot be reached in an emergency, I give my permission to the physical selected by the Director of the MVCA school age child care program to hospitalize, and/or otherwise secure proper treatment, including anesthesia and surgery, for the above named child.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Name of Child's Physician \_\_\_\_\_  
Address of Child's Physician \_\_\_\_\_  
Phone Number of Child's Physician \_\_\_\_\_

**Musconetcong Valley Community Association**

Application for School Age Child Care Program

*Special Interest Questionnaire*

Student's Name \_\_\_\_\_

Who lives at home? \_\_\_\_\_

Any pets? \_\_\_\_\_ Their names \_\_\_\_\_

Briefly describe your child's eating habits \_\_\_\_\_

Any special fears \_\_\_\_\_  
\_\_\_\_\_

Activities he/she enjoys \_\_\_\_\_  
\_\_\_\_\_

What special problems or characteristics should we be aware of regarding your child? Are there any specific diagnosed and/or special problems or medical conditions we should be aware of?

\_\_\_\_\_  
\_\_\_\_\_

Recommendations for responding to your child's general behavior \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What do you want your child to gain most from his/her participation in this program? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any additional comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**Musconetcong Valley Community Association**

Application for School Age Child Care Program

*Permission to Transport*

This form is required for:

- All Kindergarten Kids Participants
- Kossmann/Flocktown Bus to Old Farmers After Care
- Kossmann/Flocktown Bus to Cucinella School
- Cucinella Bus to Old Farmers After Care

The state of New Jersey requires a parent's written permission to transport a child in a program such as ours, even if it is on a regular basis such as transporting to/from our program to a child's school. Please complete this form and send it along with your child's registration.

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I give the MVCA permission to transport my child \_\_\_\_\_  
to/from the MVCA school age child care to/from my child's school.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

