

## **ERS CHILD INFORMATION PACKET**

### **Instructions and Helpful Hints**

An “ERS 2022-2023 Child Information Packet” will be sent via email from Adobe Echosign to ONE guardian to complete. This will take about 30-45 minutes. Please note the following:

- **Do not leave any spaces blank**, as they are required for licensing; if a field is truly not applicable to your family mark it “N/A”
- Dates need to be in MM/DD/YYYY format
- Once the first guardian completes all fields and signs, the document will automatically be forwarded to the second guardian (if there is one) for signature.

#### 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 your ease, 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 08/21/2020), which is the last day of summer camp 2020; new forms will be required for all children for the 2020-2021 school year)

#### The Liability Waiver form

- Also needs a date valid through. (i.e. 08/21/2023)

## ADDITIONAL ONBOARDING REQUIREMENTS

### VA HEALTH FORM

- Parts 1, 2, and 3 are required with **parent signature on part 1** and **physician signature on parts 2 and 3**. (A physical signature is required and practice/office stamps are required.)

### PROOF OF BIRTH/IDENTITY

- Accept only: Original Birth Certificate, Passport, or Proof of Birth Letter
- We will need to see the original document on or before the first day of attendance. **Your child will NOT be permitted to start until this document has been presented.**