

Gan Shalom Registration Checklist

*All registration forms can be submitted to the Hill Havurah Operations Manager
Kfir.banin@hillhavurah.org*

Notarize & Mail by July 14, 2018

- ★ Child Protection Registry Check Request

Due August 10, 2018

- ★ Child Registration Form Child Health Certificate
- ★ Child Oral Health Assessment (only for children aged 3 and up. If your child turns 3 during the school year, your child's dentist will need to complete the oral health assessment form at that time.)
- ★ Classroom Volunteer Registration Form
- ★ Staff Health Certificate
- ★ FBI Background Check
- ★ Proof of CPR/First Aid Training
- ★ Parent agreement

Gan Shalom Registration Instructions

All registration forms should be submitted to the Hill Havurah Operations Manager, Kfir

Banin at

Kfir.banin@hillhavurah.org

Or mailed to

Hill Havurah

212 East Capitol St NE

Washington DC 20003

Required Forms - All forms can be found on the enrollment page of the Gan Shalom

website: <http://www.dcganshalom.org/enrollment.html>

Child Protection Register Check Request mail by July 14, 2018

1. Complete the form, have it notarized, and return to Kfir Banin at Hill Havurah. The results will be mailed directly to Gan Shalom.
2. NOTES:
 - WE WILL HAVE A NOTARY ON SITE - July (date to follow) 9:00 PM (Capitol Hill United Methodist Church, 421 Seward Square SE, Washington DC 20002)
 - The cost for the notary is \$5
 - This form must be notarized prior to mailing
 - You must include your **full name (no initials)**
 - You must include 18 full years of residency locations
 - The results of this background check are only valid for one year. If you return to Gan Shalom next year you will have to complete it again. We strongly suggest you save a copy for your records so that you don't have to go through the effort of finding 18 years' worth of addresses again
 - If you are unable to attend the on site notary here are a couple of notaries in the neighborhood:
 - Wilson Epes Printing Co., Inc.
775 H St NE
 - Aaron's Business Services
325 Pennsylvania Ave SE

Child Registration Form must be completed in full by August 10, 2018

1. A Child Registration Form needs to be completed for each child attending Gan Shalom. Siblings will each need a completed form.
2. If your child is returning for another year at Gan Shalom you will need to fill out the registration form for this year.

Child Health Certificate due August 10, 2018

1. This form must be completed by your child's pediatrician. It **MUST** include results from a **lead test and a TB test or screening**. (Review your form before you leave the doctor's office-these tests/screenings are often overlooked!)
2. NOTES:
 - This form is valid for one year after the date of your child's annual physical. The date that will be put on the form is the date of your child's annual exam, not necessarily the date that the form is filled out. Please be sure to enter the date of the exam (not necessarily the date the certificate was completed) into your child's Registration Form.
 - If your child has a birthday while attending Gan Shalom, you will need to get a new health certificate filled out at that point. If your child is a returning Gan Shalom student and his or her Health Certificate is still valid, you do not have to submit a new one until the one on file is about to expire – which will usually correspond to your child's birthday and annual physical.
 - Please make sure that all immunizations are up to date and record is provided with the health certificate. If a child receives an immunization during the year an updated immunization record should be sent to Gan Shalom.

Child Oral Health Assessment due August 10, 2018 or whenever your child turns 3 years old

1. This form is only required for children who are three years old and older, and must be completed by your child's dentist.
2. NOTES:
 - If your child turns 3 years old while attending Gan Shalom, you will need to bring a blank form with you to your child's dentist appointment and then submit the completed form to Gan Shalom as soon as possible.
 - This form is valid for one year after the date of your child's dental exam. The date that will be put on the form is the date of your child's exam, not necessarily the date that the form is filled out. Please be sure to enter the date of the exam (not necessarily the date the assessment form was completed) into your child's Registration Form. If a year passes from the date of this exam while your child is still attending Gan Shalom, you will need to get a new Oral Health Assessment filled out at that point.

- If your child is a returning Gan Shalom student and his or her Oral Health Assessment is still valid, you do not have to submit a new one until the one on file expires.

Classroom Volunteer Registration Form must be completed in full by August 10, 2018

1. All adults who will be assisting in the classroom must have a completed Volunteer Registration Form.
2. If you are a returning Gan Shalom family please fill out the form for this year.

Staff Health Certificate due August 10, 2018

1. All adults assisting in the classroom must have a Staff Health Certificate.
2. This form must be completed by your physician.
3. NOTES:
 - As part of this process, you will need to take a Tuberculosis Skin Test. This test will be placed by your physician during your appointment, and then you will need to schedule a return visit sometime between 48 and 72 hours after the placement to have your results read (this is usually a very brief visit). Please discuss this with your physician's scheduler when setting up your appointment to ensure you will be able to return for this. (For instance, if you schedule your appointment for Thursday and the office is closed over the weekend, you will not be able to have your TST placed at that time.)
 - This form is current for one year after the date of your actual exam, which may not necessarily be the date that the Health Certificate is filled out by your doctor. When a year passes from the date of the exam, you will need to get a new Staff Health Certificate filled out at that point.
 - If you are a returning Gan Shalom family and your Staff Health Certificate is still valid, you do not have to submit a new one until the one on file expires.

FBI Background Check results are due by August 10, 2018

1. To schedule a fingerprinting appointment, please follow the instructions below:

- Visit www.fieldprintdc.com
- Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
- Enter the Fieldprint Code: FPOSSEDEL
- Enter the contact and demographic information required by the FBI.

- Employer: Gan Shalom Cooperative Preschool, 118 10th St. NE, (202) 533-3589
 - Billing Code: Superintendent of Education
 - Position: Childcare Provider
 - Agency: OSSE
 - Organizational Unit: Leave this field blank
 - Schedule a fingerprint appointment at a location of your choosing (a good option: the UPS at 455 Massachusetts Ave NW).
 - Print the confirmation page.
 - Take the confirmation page with you to your fingerprint appointment, along with two forms of identification (one must be a government issued identification card).
 - If you have any questions or problems with the site, please contact Fieldprint's customer service team at 877-614-4364 or customerservice@fieldprint.com.
2. The results of the FBI background check are valid for two years, so if you are a returning Gan Shalom family and the school has results of a check that are less than 2 years old, you do not have to repeat this.

Proof of CPR/First Aid Training due by August 10, 2018

We are holding two CPR Trainings—both in the Capitol Hill United Methodist Church, 421 Seward Square—assuming a minimum of 8 people attending each. If we do not get enough interest on these dates, or if we need to schedule a third date we will let you know. **The 1st date will be in early July and the 2nd in early August, each from 6-9 PM.**

The cost will be roughly \$85 per person depending on how many people attend

1. If you attend one of these trainings, Gan Shalom will have the card and you do not need to take any further action to record this training.
2. If you do not receive your training with Gan Shalom please send your card to Kfir.banin@hillhavurah.org
3. NOTES:
 - CPR/First Aid training cards are valid for two years, so if you are a returning Gan Shalom family and the school has proof of training that occurred less than 2 years ago, you do not have to repeat this.
 - If you are not able to attend any of the Gan Shalom trainings, the American Heart Association website has a class locator function that can filter by location, date, and class type to help you find a class to attend (<http://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc.classconnector.home>). The class you want is “Heartsaver First Aid CPR AED” (NOT the “Skills Session”). Please note that online CPR training courses will not be accepted for this requirement.

Please let Tali and Kfir know if you have any questions!

talispencer@hillhavurah.org

(774) 286-9772

Kfir.banin@hillhavurah.org

(202) 533-3589