



YOUR COMPLETE GUIDE TO PAPERWORK SUBMISSION

We have created this guide to help our families complete and upload their state-required paperwork. Please read thoroughly and complete all steps.

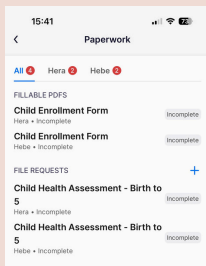
STEP 1

Download the Playground app and log in using the same login details from your application submission.



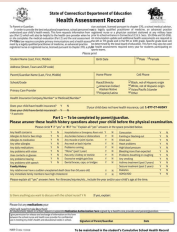
STEP 2

Tap the three lines at the top left corner of your screen to expand the sidebar. Then tap Paperwork. You will see all of the paperwork assigned to your children on this screen.



STEP 3

Your child's program may also require a **Health Assessment Record**. Please note that the yellow highlighted sections must be completed before we can accept your form.



PART 1

Part 1 is completed by a parent or guardian. This page is considered complete if all questions have been answered and the page is signed AND dated at the bottom.

PART 2

Part 2 is completed by your child's pediatrician. For children 5 and under, please check that the History of Lead and TB High-Risk sections are both complete, and that it is signed, stamped, and dated by your child's pediatrician.

PART 3

The Immunization Record must have your child's name and date of birth at the top of the page, and be signed, stamped, and dated by your child's pediatrician. Immunization details can be included on a separate page but "see attached" must be written on the immunization page of your form.

ALLERGIES, ASTHMA, AND OTHER MEDICAL CONDITIONS

If your child has allergies, asthma, or another medical condition that requires medication to be on-site, then additional forms are required.

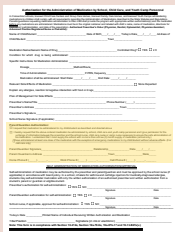
Your child will need an **Emergency Action Plan** and **Authorization for the Administration of Medication Form** completed by your child's pediatrician for each medication.

You will also be asked to complete an **Allergy Questionnaire**. This questionnaire helps to provide our nurse with additional information regarding your child's asthma or allergy.

Finally, we require a **recent photo** of your child if they have medications on-site. This can be uploaded directly to your child's profile on Playground by tapping the colored circle next to their name.

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION

This form gives permission to our trained staff to administer your child's medications. This form must be completed by your child's pediatrician and must include the medication dosage and a start and end date for authorization. A parent must also complete and sign the Parent/Guardian Authorization section in the center of the page.



EMERGENCY ACTION PLAN

The purpose of this form is to provide our staff with a step-by-step guide to treating your child with their medications. If your child has allergies and asthma, we will require an **Allergy Action Plan** and an **Asthma Action Plan**. These forms must be completed by your child's pediatrician and include the dosage for each medication.



If your child requires **medication on-site in the event of an emergency**, their medications must be dropped off one week prior to the program start date for our nurse to review. Prescription medications, like Epinephrine injectors, must be in the original box with the prescription information attached, if applicable. Over-the-counter medications, like Benadryl, must be in a new, unopened box.

Your child's safety is our top priority!

We appreciate your help in ensuring the best care for your child while they are in our care.