



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Thank you for enrolling your child(ren) in our YMCA childcare program, which is licensed through the Virginia Department of Education Licensing Division. In order for the YMCA to comply with all safety requirements, we are required to have the following items uploaded in PlayerSpace for your child(ren). This is for the safety and wellbeing of your child(ren). We have created the helpful tips below to assist you in navigating essential items needed to ensure your child(ren) can attend.

The following requirements may be completed electronically on the PlayerSpace site:

- Youth Development Health History Form, Youth Development Waivers and Acknowledgments

The following will require you to upload a file into PlayerSpace. Each of these requirements will only accept one upload. If you do not have an electronic copy of the file, you may take one picture showing all pages included in the file laid out. The image needs to be clear and legible to ensure compliance. It is recommended that you utilize a laptop/desktop the first time you access your account and when uploading licensing documents.

- Physical, Immunization Record, Proof of Identification, if needed – Allergy/Asthma Action Plan – if your child(ren)'s doctor has indicated an allergy on their physical, if needed – Medication Authorization (MAT) Form for any medication given during programming, if needed – Custodial Paperwork

**PlayerSpace**

Please click the PlayerSpace button for a step-by-step guide on how to complete the licensing documentation requirements

#### **YOUTH DEVELOPMENT HEALTH HISTORY INTAKE FORM**

Please ensure that all sections of the form are completely filled in. Some items we see tend to be missed:

- ALL Parent/ Guardian Employers must be filled in. If work from home or not working, please add "N/A"
- ALL Parent/Guardian Work Phone numbers must be filled in
- Emergency Contacts: We are required to have 2 names that are NOT the parent/guardian. This can be a neighbor, other family members, close friend. They also do not need to be local. We use these in case of a major emergency.
  - BOTH Emergency Contacts must have a phone number different than the parent/guardian.
  - Don't forget to add every authorized pickup in your emergency contact list.
- Allergies: Please add allergies of food/medicine/insect bites/misc. that have been diagnosed by the physician. You can find this on your child(ren)'s physical. If there is an allergy listed, we MUST have an allergy action plan that is signed and dated by your physician.

#### **YOUR CHILD(REN)'S PHYSICAL EXAMINATION**

- Please use the Department of Health School Entrance Form and ensure it has been signed and dated by your Physician.
- Check for allergies. If on physical, we need allergy action plan.

**YOUR CHILD(REN)'S UPDATED IMMUNIZATION RECORDS**

- Please use the Department of Health School Entrance Form and ensure it has been signed and dated by your Physician.
  - A lot of times the physician will hand you a separate form with all details of immunizations. Please ensure this document, or the immunization page on your child(ren)'s physical is signed and dated.
  - If you are needing an exemption of immunization due to religious reasons or health reasons, please communicate with your Child Care Director. Additional documentation is needed for this.

**YOUTH DEVELOPMENT WAIVER AND ACKNOWLEDGMENT SIGNED.**

**CHILD(REN)'S PROOF OF IDENTITY DOCUMENTATION**

Here is a list of items we accept as Proof of Identity for your child(ren):

- Certified Birth Certificate
- Birth registration Card
- Notification of Birth (hospital, physician, midwife record)
- Passport
- Copy of a placement agreement from child(ren) placing agency
- Report card from Public School in Virginia
- Signed statement on letterhead from Public School Principal that assures child(ren) is or was enrolled in school
- Child(ren) identification card issued by Virginia Department of Motor Vehicles

**MEDICATION. IF YOUR CHILD(REN) NEEDS MEDICATION ON SITE, PLEASE ENSURE WE HAVE BOTH OF THE FOLLOWING FORMS:**

- Allergy action plan signed and dated by Physician.
- Medication Authorization Form signed and dated by Parent/Guardian (Part 1) and signed and dated by Physician (part 2). All details around medication name, time to be given, and amount should match on form and medication.
- All medication must be in the original container with the name of child(ren), time of dosage, amount of dosage.