**ANNUAL PHYSICALS**

Each child five years of age and under must have an annual physical performed by a licensed physician, assistant or nurse practitioner, on record in our center.

Our Nurse Consultant checks for proper immunizations, and wellness, and that the physical form and date the ACTUAL PHYSICAL WAS PERFORMED, NOT THE DATE THE FORM WAS SIGNED BY THE PHYSICIAN.

We therefore ask for your cooperation by assisting us in meeting the important state requirement. You will be notified by a letter as to when your child’s physical needs to be updated. We would appreciate having it updated for our records as close to the one-year deadline as possible.

*YOUR CHILD WILL BE SUSPENDED FROM THE PROGRAM IF HIS / HER MEDICAL RECORD IS NOT UP-TO-DATE. THIS IS A REGULATION OF THE STATE OF CONNECTICUT.*

The state of Connecticut now wants every parent to sign a form called “Privacy to Child Medical Access” for anyone that you haven’t chosen to be on your child’s emergency list to have access to their Medical file. This form will be given to you at the time of enrollment.

Every child attending a licensed childcare center in the State of Connecticut must have a flu shot by December 31st of the year they start school. If this requirement is not met, your child will be suspended until we have a signed note stating your child has received the flu shot by a licensed physician, assistant or nurse practitioner.

If your child has been suspended for 2 weeks or more because you have failed to adhere to any of the state requirements, your spot can be filled by another child.

**CHILD PHYSICAL UPDATE PROCEDURE**

Every child’s physical information is stored on a computerized spread sheet. At least 3 weeks before the physical form expires, the parent is sent a “Physical Reminder” form with a Health Assessment sheet attached to remind them about their child’s physical.

There is a detachable portion on the bottom of the “Physical Reminder” sheet for the parent to complete with the child’s name and physical appointment date and must be returned to the office so we know when the child is scheduled for their physical.

If the detachable portion is not received by the due date, a follow-up letter is sent to the parent reminding them about the appointment date and the consequences for not submitting it.

Once the appointment date is received, the date is put on the Administrative Assistant’s calendar.

If the completed updated Health Assessment form is not received shortly after the child’s physical, the parent will receive a reminder via phone or letter. Unfortunately, if a parent doesn’t cooperate with this procedure, the child will be suspended from school until it is received. Children cannot be suspended any longer than two weeks before losing their spot at The Children’s Playhouse, Inc.