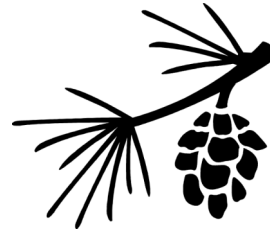


Pines Community Center

Tilton-Northfield Recreation Council

P.O. Box 262 Tilton, NH 03276

Phone (603) 286-8653 Fax (603) 556-7360



Thursday, 23 June, 2016

Dear Parents/Guardians:

As you may have heard, the Pines has begun the process of being licensed by the state of New Hampshire Child Care Licensing Unit. This will allow us to continue to provide childcare via our Summer Playground, Junior Councilor in Training, Councilor in Training, Before Class Bunch, After Class Blast and Vacation Camp programs. We have been instructed to keep individual files on each child in these programs. Some of the information that we must keep on file will have to be supplied by you parents. We apologize for the increased paperwork you will have to provide, but the state requires it. Thank you for your understanding.

We will need:

- 1) A copy of your child's most recent physical examination – must be within the last 2 years
- 2) A copy of your child's most recent immunization record.
- 3) A list of everyone who might pick up your child, **with their contact information**
- 4) Emergency Information, which includes parents'/guardians' contact information, and physician's name, location, and contact information

Some of this information is required on our current registration forms, some of it is new. This information will be kept in a locked filing cabinet, accessible only to the Pines' Directors and Office Manager and the state inspectors.

We will also now require parents/guardians to sign permission slips for field trips, and forms giving us permission to provide first aid, and apply sunscreen and bug spray. Permission slips are also required for any child requiring medications, whether prescription or over the counter.

“The licensing authority for these programs is the Bureau of Licensing Certification, Child Care Licensing Unit. Child care programs are required to post a copy of the statement of finding and corrective action plan for the most recent visit in a location which is accessible to parents, and must maintain copies of the statement of findings and corrective action plan for the preceding visit and make them available for parents to review up on request. Statements of findings and corrective action plans are also available online at <http://childcaresearch.dhhs.nh.gov>, or by calling the unit at 1-800-852-3345, extension 9025 or 603-271-9025. During licensing, monitoring, and complaint investigation visits to licensed programs the department shall speak with children regarding the care they receive at the program, if, in the judgement of the licensing coordinator, the children's response would be valuable in determining compliance with licensing rules. Licensing staff are experienced in working with children and trained to interview in a manner that is respectful and non-leading. However, if you do not want your child interviewed, or if you wish to be informed prior to your child's being interviewed, you must give the family childcare provider, center director, site director, or designee, and update annually, a signed date statement indicating your preference. For more information about Child Care licensing please visit our website at: <http://www.dhhs.state.nh.us/oos/cclu/index.htm>.”

With your assistance we hope to complete this process as soon as possible.

Sincerely,

Karen Floyd Shepherd
Pines Office Manager