



Diamond Bar Community Preschool

400 Rancheria Road • Diamond Bar, CA 91765 • (909) 861-2260

June 19, 2018

Dear DBCP Families:

Hello everyone! My name is Ashley Ortiz and I will be your 2018–2019 Membership Chairperson at Diamond Bar Community Preschool. My son, Odin, just graduated the 5 Day program after 2 years at DBCP. Odin's younger brother Orion will be starting his second year at DBCP this fall in the 5 Day program. Their baby sister Phoenix will be in the nursery.

Although we are still in the beginning of summer, we have to start preparing for the 2018–2019 school year. Prior to the first day of school, you will need to complete enrollment paperwork. Attached are a couple of forms to give you a head start. I'm providing these forms now to give you ample time to schedule doctor appointments, if necessary. I encourage you to make your doctor appointments soon to ensure the required forms will be completed before the school year begins. The remaining enrollment paperwork is not available yet, but I will notify you when they are ready.

Below you will find information for new and/or returning families. There is a lot of important information, so please read carefully.

NEW STUDENTS/FAMILIES

- The following will be required for every **new student**:
 1. Physical/Annual exam
 - Please provide Form 701–Physician's Report (attached) for the doctor to complete.
 2. A copy of an updated immunization record
 - Please see attached (Parent's Guide to Immunizations) for the list of vaccines and their necessary dosages. No exceptions can be made.
 3. TB test
 - Our school by-laws state that each student must have an actual TB test completed with test results. Please obtain a copy of the test results to submit with the enrollment paperwork. We will not accept forms in which the physician has marked the box "risk factors not present; TB skin test not required". TB test results are valid for 4 years.

- The following will be required for EACH working **parent/grandparent**:
 1. Physical exam
 - Please provide Form 503–Health Screening Report (attached) for the doctor to complete.
 2. A copy of an updated immunization record
 - Per California state law, all working parents are required to show proof of immunization against influenza, pertussis (DTP), and measles (MMR). DTP vaccines are valid for 10 years; MMR vaccines are generally valid for life. No exceptions can be made.

3. TB test

- Our school by-laws state that each working parent must have an actual TB test completed with test results. Please obtain a copy of the test results to submit with the enrollment paperwork.
- We will accept previous test results completed within the last 4 years.

RETURNING STUDENTS/FAMILIES

1. A copy of an updated immunization record

- Per California state law, all working parents are required to show proof of immunization against influenza, pertussis (DTP), and measles (MMR). DTP vaccines are valid for 10 years; MMR vaccines are generally valid for life. No exceptions can be made.

2. TB test

- It is not necessary to get another physical and TB test, as long as there is one on file from the previous year. The TB test must have been completed within the last 4 years (for both parent and child).

Please understand that for the safety of the children, and due to strict state auditing policies, your child will not be allowed to start school until we have an updated immunization record and TB test on file. In addition, working parents will not be allowed to work at the school until we have an updated immunization record and TB test are on file. If you are scheduled to work but these are not complete, you will be responsible for finding and paying a substitute to cover your work days.

Just as a reminder, I will notify you when the remaining enrollment forms are available. If you have any questions, please feel free to contact me. On behalf of DBCP, have a wonderful summer and we look forward to seeing everyone in September.

Sincerely,

Ashley Ortiz
Membership Chairperson
membership@diamondbarcommunitypreschool.org