

**REVISED CHILD CARE ENROLLMENT FORM**  
**The California School Age Families Education (Cal-SAFE) Program**  
**INSTRUCTIONS (v4 Sept09)**

LATEST: Changes from V3 to V4: Removed references to 2008-09, added new FAQs, added instructions about only needing to complete \*d items for children of Returning students. PREVIOUS: Changes from V2 to V3: Date fields no longer use drop-down menus to give the date. Now user types in date using the mm/dd/yy format. Changes from v1 to v2: "Revised" added to form title, caution added to make sure student ID and agency code are correct before pressing Submit button, clarification under Item #3 as to the child's ID when both mother and father are in the Cal-SAFE Program, clarification under Item #7 as to what changes are not mandatory to enter into the online state-wide GradStar Database, and addition of FAQ section.

Item #	Item Name	Definitions & Instructions
		<p><b>Use this form to:</b>  <b>(1) Enroll a child into Cal-SAFE funded child care</b>  <b>OR</b>  <b>(2) Create a "Tentative" or "Wait Listed" child care schedule for planning purposes.</b></p> <p><b>Note: To document the need for child care services, please maintain a copy of the student's academic schedule and school-approved activities in the child's folder.</b>  <b>Items marked with an * are REQUIRED and must be answered.</b></p>
	<b>Student (PARENT) Name</b>	For confidentiality purposes, no student name should be entered into the state-wide data system. Rather, you will need to (1) complete the form online, (2) review it for accuracy, (3) PRINT a hard copy for your files, (4) click the Submit button, and then (5) hand write the student's name on the hard copy.
	<b>Child's Name</b>	For confidentiality purposes, no child's names should be entered into the state-wide data system. Rather, you will need to (1) complete the form online, (2) review it for accuracy, (3) PRINT a hard copy for your files, (4) click the Submit button, and then (5) hand write the child's name on the hard copy.
1	<b>1. *Is this a CORRECTION of a CHILD INFORMATION FORM previously completed during this academic year?</b>	<p>This is a REQUIRED field. Select NO if you have not previously entered this form for a child into the data system during the current academic year. If the child's parent is a NEW student, you will need to complete the entire form for the child. If the child's parent is a RETURNING student and the child's Child Care Enrollment Form was entered into the GradStar system last school year, you only need to complete the mandatory fields, those marked with an *. All other fields are optional.</p> <p>Select YES if you have previously submitted this form (during the current academic year) for this child and realized that you made a mistake and need to make a correction OR if you have new information to enter for this child.</p> <p>If you are making a correction/change, you will need to complete the ENTIRE form including the field(s) you wish to correct/change. The Data Manager will then delete the previously completed form and substitute this one into the system. Because making a change/correction is so time consuming, we highly suggest that you review for accuracy your answers on the computer screen and make changes then BEFORE you hit the Submit button. Furthermore, we suggest that you submit a change form only if you have IMPORTANT new information on the child. By "important," we mean information that answers a required question, one marked with an *.</p>

2	<b>2. *Student ID Number</b>	This is a REQUIRED field. Enter the Student ID Number. You should use the student's ID number assigned by the district's Student Information Management System or you can assign an ID number for use within your agency. Please keep in mind that the ID number MUST be UNIQUE to the student within your agency and should remain the same throughout the time the student is enrolled in your Cal-SAFE Program. If the student withdraws from your Cal-SAFE Program and then reenrolls in your agency's Cal-SAFE Program at a later date, you should use the same, unique student ID number for the student. However, if you receive a student from another Cal-SAFE Program in the state, you do not need to use the student ID number assigned by that Cal-SAFE Program. The student ID number simply needs to be unique within your own agency. Also please double check that the student's ID number is entered correctly before submitting this form to the online GradStar Database.
3	<b>3. *Child's ID number</b>	This is a REQUIRED field. Please type into the box the child's ID number. Create the child's ID number by using the student's ID number and then adding 01 if this is the student's 1st child, 02 for 2nd child, etc. Thus, if the student's ID number is 123345, the child's ID number would be 12334501. If both the child's mother and father are in your agency's Cal-SAFE Program, you can tie the child's ID to the mother's ID OR the father's ID, but not to both. You should enter the child ONLY ONCE into the Child Care Enrollment database.
4	<b>4. Date Form Completed</b>	Using the format mm/dd/yy, enter the date this form (Child Care Enrollment) was completed. Generally, it will be the date when the agency staff person gathered the information on the child. This means that if the agency staff member completed a paper version of the Child Care Enrollment Form on Sept 5, but the information was not keyed into the online form until Sept 12, the date in this field would be Sept 5 and not Sept 12.
5	<b>5. *Agency code</b>	This is a REQUIRED field. Type in your 7 digit Agency Code assigned by the CDE in Sacramento. This code consists of your 2- digit county code plus your 5-digit district code. You can find the list of agency codes at <a href="http://www.gradstar.com">www.gradstar.com</a> in the file AgencyCodes09-10.pdf. Once you enter this code into the form, in the future the data system will prompt you with this number and you should not have to retype it each time. Also please double check that your agency's code is entered correctly before submitting this form to the online GradStar Database.
6	<b>6. *Child's Age at enrollment for child care</b>	This is a REQUIRED field. Select one of the following options for the child's age <ul style="list-style-type: none"> <li>• Infant (0 through 17 months)</li> <li>• Toddler (18 months through 35 months)</li> <li>• Preschooler (36 through 60 months)</li> </ul>

7	<b>7. *Child Care Enrollment Status</b>	<p>Select one of the following options:</p> <ul style="list-style-type: none"> <li>• Enrolling (Child is enrolling in Cal-SAFE-funded child care)</li> <li>• Schedule Change (Already enrolled, but is changing his/her schedule. Please complete only Items 8, 9 and 11 below.) NOTE: We highly suggest that you do not submit a corrected Child Care Enrollment Form each time a child's schedule changes after the year's initial enrollment. Rather, simply note the schedule changes on the paper Child Care Enrollment Form and in your local database.</li> <li>• Re-enrolling (Child has temporarily withdrawn during the current academic year from Cal-SAFE-funded child care and is now re-enrolling during the same current academic year. Please complete the entire form.)</li> <li>• Tentative (Child is not enrolling now, but plans to in the future -- estimate date in #8 below. You must also answer #11 as well as it is mandatory.)</li> <li>• Wait List, no Cal-SAFE openings at this time. (Enter DESIRED start date in item below. You must also answer #11 as well as it is mandatory.)</li> </ul> <p>NOTE: It is not mandatory that you enter the following changes into the online state-wide GradStar Database: a change to a child's schedule or the child's re-enrollment during the same current academic year after temporarily withdrawing. The state-wide Evaluation Report will not use this information on a child. Rather this information is gathered so that you can use it locally, along with the Tentative and Wait List status to help in your planning.</p>
8	<b>8. Effective Date for Cal-SAFE-funded child care</b>	Use the format mm/dd/yy to give the date when the child's enrollment in the Cal-SAFE-funded child care will begin OR when the change to the child's schedule will change.
9	<b>9. Child Care Schedule: For each day of the week, select how long the child will attend Cal-SAFE funded child care. [Full = more than 6.5 hrs., 3/4 = 4-6.5 hrs., 1/2 = less than 4 hrs.]</b>	<p>NOTE: Please do not submit a corrected Child Care Enrollment form each time the child's schedule changes during the school year. After completing the initial schedule, simply note any changes in the child schedule on the paper Child Care Enrollment form and in your local database.</p> <p>For each day of the week, select how long the child will attend Cal-SAFE funded child care. [Full = more than 6.5 hrs., 3/4 = 4-6.5 hrs., 1/2 = less than 4 hrs.]</p> <ul style="list-style-type: none"> <li>• Monday Full Day ¾ Day ½ Day Will not attend this day</li> <li>• Tuesday Full Day ¾ Day ½ Day Will not attend this day</li> <li>• Wednesday Full Day ¾ Day ½ Day Will not attend this day</li> <li>• Thursday Full Day ¾ Day ½ Day Will not attend this day</li> <li>• Friday Full Day ¾ Day ½ Day Will not attend this day</li> </ul>
10	<b>10. Did the child have a Pre-Admission Health Evaluation?</b>	Select Yes or No.
11	<b>11. *Is the child's California School Immunization Record (CSIR) "blue card" up-to-date or a waiver signed?</b>	This is a REQUIRED field. Select Yes or No.
12	<b>12. Does the child have any medical conditions or allergies (foods, pets, plants, medications, etc) that require special care or precautions?</b>	<p>Select Yes or No. If you select Yes, please specify in Item #13.</p> <p>This question is designed to alert the Child Care Staff of special needs for the child.</p> <p>If the child does have any medical conditions or allergies (foods, pets, plants, medications, etc) that require special care or precautions, please specify in the box.</p>
13	<b>13. Does have any developmental conditions that require special care or precautions?</b>	<p>Select Yes or No.</p> <p>If you select Yes, please describe the child's developmental condition and give the name of the specialist or program overseeing the child's needs.</p>

14	<b>14. Date of child's last physical exam:</b>	Use the format mm/dd/yy to give the date of the child's last physical exam.
15	<b>15. Date of TB test (if over 12 months of age):</b>	If the child is over 12 months of age, use the format mm/dd/yy to give the date of the child's TB test.
16	<b>16. Check all of the following services that the child receives.</b>	<p>Check ALL of the following services that the child now receives:</p> <ul style="list-style-type: none"> <li>• Services from an Infant/Toddler Specialist [A child age birth to 35 months with a diagnosed special medical or developmental condition often receives services from an Infant/Toddler Specialist funded by the Early Start Program. The Infant/Toddler Specialist may not be a licensed therapist but works under the guidance of a team of professionals to provide services such as physical therapy, occupational therapy, and speech/language therapy. The Infant/Toddler Specialist also trains the parent to provide therapies on the days the specialist does not come.]</li> <li>• Early Head Start</li> <li>• Services from a Public Health Field Nurse</li> <li>• OTHER -- Please specify OTHER SERVICES and Other Agencies below in item #17</li> </ul>
17	<b>17. Please specify OTHER SERVICES and OTHER AGENCIES in box below:</b>	If you marked OTHER in item #16, please describe in the box.
		<p><b>Now that you have completed all the fields, do NOT hit the Submit button until you do the following:</b></p> <p><b>A. Review all fields for accuracy. In particular please double check that the Student's ID number and your agency's code are entered correctly. If you need to change information, please do so now.</b></p> <p><b>B. PRINT a copy of the completed form for your files. (If you already have a hand-completed paper version there is no need to print a hard-copy of the completed online form. However, you should write a note on the paper copy giving the date when you entered the information into the online GradStar Database.)</b></p> <p><b>C. Handwrite in the student's name and child's name on the printed copy.</b></p> <p><b>D. Then hit the Submit button to enter the information into the state-wide Cal-SAFE Data Base.</b></p> <p><b>After you hit the Submit button, the system will notify you of any REQUIRED items that you have not yet answered. Simply return to those items, provide the data, and then hit the Submit button again. The online system will then let you know it has received your completed form. To return to the GradStar Forms site, simply click on the CLICK HERE message.</b></p> <p><b>Three times a year (at the end of the 1st quarter, at the end of the 1st semester, and in June) your agency will receive an Excel file that includes all the data that you have submitted during the current academic year using this Child Care Enrollment Form.</b></p>

Frequently Asked Questions	Answers
<p>Question 11 asks: *Is the child's California School Immunization Record (CSIR) "blue card" up-to-date or a waiver signed? Most of our children are under 18 months old and they won't have a CSIR until they are eligible for pre-school. So how do I answer this mandatory item?</p>	<p>One of the goals of the Cal-SAFE Program is that children will be up to date on their immunizations. Therefore, you would want to find out if indeed the child is up to date on his/her shots as required for an infant/toddler. It may be that you don't actually have a card to document the information, but you should ascertain if the child's immunization schedule is current and answer the question accordingly.</p>
<p>Questions 12 and 13 ask about a child's medical conditions or allergies or developmental conditions that require special care or precautions. Many of our children are so young that these conditions have not yet shown up. How do I answer these items?</p>	<p>These questions are on the Child Care Enrollment Form at the request of program coordinators who want this information locally so that the appropriate precautions can be taken while the child is in child care. This information will not be used as part of the state-wide evaluation report that will go to the Legislature. Questions 12 and 13 are non-mandatory items and you could actually leave it blank if you wish.</p>
<p>What happens when a child enrolled in child care exits? There is no form for child care exit, all we do is write "L" for last day on our child care attendance forms.</p>	<p>It is indeed correct that there is no form (paper or online) to indicate when a child exits from the Cal-SAFE sponsored child care. The state-wide evaluation report only requires information concerning the following three items: (1) if the child attended Cal-SAFE sponsored child care for any amount of time during the school year (2) if the child's immunizations are up-to-date and (3) the child's age category at enrollment. All other items on The Child Care Enrollment form are for local use to help guide the child's care. Also locally, you must track the child's attendance so that you can complete the P1, P2, and Annual attendance reports for reimbursement. Unfortunately, the scaled-back online version of the current GradStar Database cannot track child care attendance. Instead, most agencies have devised their own processes for tracking attendance in their child care programs.</p>
<p>Do I need to fill out an online Child Care Enrollment form for a RETURNING child?</p>	<p>Yes, you need to complete an online Child Care Enrollment form for a child returning to your child care program from the previous school year. However, you do NOT need to fill out all the fields on the form. You ONLY have to complete the fields marked with an asterisk (*). All other fields are optional.</p>
<p>After we complete a form and move onto a new form for the same child, we're having to log in each time. Is there a way around this?</p>	<p>Here are three ways to avoid logging in each time: (1) When you first encounter the user ID/name &amp; password dialog box, you can tell your browser to "Remember this password in my keychain" usually by clicking a box. From then on, the browser will automatically fill in both the user ID/name and password when you see the dialog box and all you would have to do is click "Log In". Note: Some of the exact wording of these phrases and selections vary depending on the browser you are using, such as FireFox, Explorer, Safari etc. (2) After completing and entering the online form and you see the on-screen message: "You have completed the STUDENT ENROLLMENT FORM of the Cal-SAFE Program. Please CLICK HERE to return to the GradStar Forms page." Don't click on "CLICK HERE" but instead go into the History menu of your browser and select the URL for the online GradStar forms. It should say "Eval Forms Online." This will take you directly back to the URLs on the secure GradStar forms and you can select another form without filling in the access codes. Again, you might find the phrases/wording slightly different depending on the browser you are using. (3) Finally, you can bookmark the <a href="http://www.gradstar.com/secure">www.gradstar.com/secure</a> webpage and return to the list of URLs for the forms without having to reenter the access codes.</p>

Frequently Asked Questions	Answers
I mistakenly entered a child using the online 2008-09 form instead of the 2009-10 form. What should I do?	Notify Brenda of the mistake. Please send her the student's ID number and your agency number and she will rectify the situation, switching the child to the 2009-10 data set.
When I print out a copy of a completed online GradStar form, it takes SOOO much paper. How can I print it out without killing so many trees?	You can reduce the number of pieces of paper you use by telling your printer to print several pages to one piece of paper. Right before you hit the Submit button, go into the main menu of your Internet browser and select "Print." Your printer will then show its Print dialogue box that asks you to specify such things as the number of copies, layout, paper handling, color/b&w, and print quality. At this stage, you can specify that the printer reduce the size of the GradStar form so that you can get 2 or more pages on one piece of paper. Some printers even allow you to specify that the printer print the GradStar form on both sides of the piece of paper. For example, I use an Epson Office Jet 4300 series printer and under the Layout section of the printer dialogue box I can select "4" under the Pages Per Sheet option. The printer would then automatically reduce the pages of the completed GradStar Student Enrollment, printing 4 pages on each piece of paper. Generally, thus for each of the GradStar forms I could print out the completed online form on one piece of paper for documentation.
When I enter my agency code should I enter it using the hyphen or not? For example, my agency code is XX-XXXXX. Should I enter it as XX-XXXXX or without the hyphen as	It's up to you -- without or without the hyphen works just fine. All we ask that everyone in your district use the same method -- everyone entering the agency code with the hyphen or everyone entering the agency code without the hyphen. Being consistency makes it simpler for the Branagh folks to easily extract your agency's data from the statewide database.
How do I know what my agency code is?	At the <a href="http://www.gradstar.com">www.gradstar.com</a> website under the Evaluation Forms and Material section, you can download the file: AgencyCodes09-10.pdf. This file contains the agency code that your agency should be using.
I'm not sure which children I've entered into the GradStar Database and which I have not yet entered. How can I keep track of what I've done?	First, we suggest that you put a ✓ mark and the date entered at the top of each paper form you enter into the system. Second, we suggest that you keep an Excel spreadsheet that includes the student's name, ID number and which forms you've entered into the GradStar Database for the student. On the <a href="http://www.gradstar.com">www.gradstar.com</a> website under the Additional Helpful Resources subsection, you can download an Excel template (GradStarDataEntryLogV1LeT08Sept18.xls) that you can use to keep track of the students and children you enter into the GradStar Database. Later, when you receive the GradStar data files for your agency, you can use this Excel spreadsheet to double check that you've entered everyone into the system. Also, this same Excel spreadsheet can help you match the students names to their ID numbers and information in the GradStar files.
In our agency we simply assign a very simple ID number to a student -- such as 01, 02. My colleague at another CalSAFE Program says that they do their student ID numbers the very same way. Won't that get the information on our students mixed up their students?	When we extract the data for your agency, we use the student ID number AND your agency number. This way it does not matter if you duplicate another student's ID number used in another agency. However, you should not ever assign the same ID number to another student, even if that student attends your program during a future school year. This means that across the life of your program (from 2008 on), you should have only one student with the ID number 01.
Often I get interrupted as I'm entering a form into the online GradStar Database. Can I leave a form and come back and complete later?	If you simply keep the form open on your computer's desk, you can come back and complete it. GradStar will not time you out. BUT if you close and leave the browser window showing the <a href="http://www.zoomerang.com">www.zoomerang.com</a> site where the GradStar forms are located, then you will not be able to finish the form and submit. However, in most browsers you can open up new windows while keeping other Internet site windows open. This way you can keep the incomplete GradStar form open (and actually hidden from view if you wish) while you take care of interruptions. Then later, you can complete and submit the form.

Frequently Asked Questions	Answers
If I don't skip a field on a form, does GradStar automatically fill in with a default answer?	GradStar has no default answers on the forms. If you skip a MANDATORY field marked with an *, you must answer the question before you can submit the form. If you skip a non-mandatory field, GradStar will simply leave that field blank.
What if the school does NOT issue an ID number?	We suggest that you create an ID number for students -- perhaps even something as simple as using the student's birthdate plus a 1 for female and 2 for male. So if Brenda LeTendre were a student attending your program had her birthdate is March 15, 1992, then her ID number would be 31519921. You just want to make sure that you don't give that same ID number to another student AND that you keep a list somewhere (perhaps in an Excel file) that includes Brenda LeTendre ID 31519921 so you know to which ID goes with which student.
I forgot to print a copy of the completed online GradStar form before hitting Submit. What should I do to document that I entered the child's form into GradStar?	If you were inputting the information from a hand completed paper copy of the form then, you really don't have to print the online form because you already have a paper copy of the information -- albeit hand completed. You should, however, write on the paper form the date when you entered the information into the online GradStar system. If you were interviewing the student as you filled out the form online and forgot to print it out before hitting the Submit key, then you can complete by hand a paper version of the form and put it in the student's folder. This will provide documentation in the student's folder.
When should I enter a correction into the GradStar system?	Please enter a correction to a GradStar form only if the correction rectifies the information in a MANDATORY field marked with an *. Otherwise, simply log the change of information on the student's paper form and any other local student/child database that you might have. For example, you do not need to enter a corrected Child Care Enrollment form each time a child's schedule changes. You would note this change on the student's paper Child Care Enrollment form and in your local database.