BOYS & GIRLS CLUBS
OF DELAWARE

Registration Packet
CR/Lake/AOD
2016/2017 Before & After Care

Member Name: ____________________________

Club Contact Information:

Allen Frear/Postlethwait  824-4832  jthomas@bgclubs.org
W.B. Simpson/Fifer  757-5296  ldagley@bgclubs.org
Stokes  757-5414  bmarvel@bgclubs.org
McIlvaine  270-5820  javiola@bgclubs.org
Star Hill  757-5948  vmatthews@bgclubs.org
Lake Forest East  358-1471  dmalndonado@bgclubs.org
Lake Forest North  270-5817  dmalndonado@bgclubs.org
Academy of Dover  893-9316  jnelson@bgclubs.org

Hours of Operation:
School Day: 6:30 AM to start of school day/Dismissal until 6:00 PM M-F
In-service days 7:00 AM until 6:00 PM

General Pricing Information per Week:
Before Care $52.00/After Care $69.00/Before & After both $80.00
Annual Membership Fee $15.00 (POC exempt)
Purchase of Care (POC) Site ID # see inside for id#
** No refunds are granted for child care fees** We do not pro-rate weeks**

Office Use Only
Person accepting application initials: ___________  Date: ______________
Administrative initials: ___________  Date: ______________
Program Director Initials: ___________  Date: ______________
Intake Team Initials: ___________  Date: ______________

__________________________  ____________________________
MEMBERSHIP  PHYSICAL/SHOTS  1ST PAID WEEK  P.O.C. PAPERWORK
__________________________  ____________________________
IEP/504 Plan
Before & After Care Information:
The Boys & Girls Club's Before & After Care Program runs throughout the school year.
Doors open at 6:30 a.m. or and close at 6:00 p.m.
- Each child will be assigned to a group of children the same age
- All counselors are screened and trained. All have received a background check conducted by the State of Delaware.
- Homework time along with high yield learning activities and gross motor play are incorporated into the program daily.
- Snack will be provided daily. On No School Days please have your children eat breakfast before coming to the club. Parents/Guardians will be responsible to provide lunch on those days unless otherwise notified.

Purchase of Care Information:
The Boys & Girls Club of Claymont accepts Purchase of Care, however, the proper steps must be taken before and throughout enrollment to ensure program placement
1. To see if you qualify under the new limits set by Delaware Division of Social Services, please call 1-800-372-2022. The Boys & Girls Club does not approve or oversee the Purchase of Care Program.
2. Purchase of Care approval forms must be present and submitted at the time of registration. We will only accept official forms from Delaware Division of Social Services. Site ID#  

<table>
<thead>
<tr>
<th>Location</th>
<th>Code</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Lake Forest East</td>
<td>1710323000</td>
<td>302-358-1471</td>
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<tr>
<td>Lake Forest North</td>
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<td>302-270-5817</td>
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<td>Mcllvaine</td>
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<td>Allen Frear</td>
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<td>Milton</td>
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3. Purchase of Care approval does not automatically ensure a spot in the program. Registration is still necessary and all registration rules and deadlines apply.
4. Please be sure your Purchase of Care approval sheet has the following information:
   a) Location of the Boys & Girls Club must be named as the care provider
   b) Dates must coincide with the school year program
   c) If you plan on sending your child(ren) on no-school days, "Extended Care" must be marked yes
The following items are required at the time of enrollment for our Child Care Program:

- The first week of Before & After Care payment (including POC co-payments) must be paid
- All Purchase of Care documentation must be on file
- Read and sign the parent and member Code of Conduct
- Completed and signed registration packet
- Membership Form must be completed and signed each time your child is signed up for a program (i.e. childcare, summer camp, etc).
- Membership must be paid in full or current at the time of enrollment
- Current physical form and shot records (or an appointment scheduled. Physical needed in our hands within 30 days)
- Receipt of Parent Handbook signed

**No refunds are granted for any Child Care Payment**
# Child Information Card

**State of Delaware**

**Department of Services for Children, Youth, and Their Families**

<table>
<thead>
<tr>
<th>Child's Information</th>
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<tbody>
<tr>
<td>Child's name:</td>
<td>Date of birth:</td>
<td>Date of enrollment:</td>
<td>Date of discharge:</td>
<td>Hours and days child is scheduled to attend:</td>
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<td>Child's address:</td>
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<table>
<thead>
<tr>
<th>Parent/Guardian Information (1)</th>
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<th>Parent/Guardian Information (2)</th>
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<tbody>
<tr>
<td>Emergency Contact/Authorized to Pick-up Child</td>
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<td>Emergency Contact/Authorized to Pick-up Child</td>
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<tr>
<td>Name:</td>
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<td>Name:</td>
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<tr>
<td>Address, if different from child's:</td>
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<td>Address, if different from child's:</td>
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<tr>
<td>Home phone:</td>
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<tr>
<td>Hours of employment:</td>
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<td>Hours of employment:</td>
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<tr>
<td>Employer name and address:</td>
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<td>Employer name and address:</td>
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</tbody>
</table>

## Additional Emergency Contacts and People Authorized to Pick-up Child

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Name:</td>
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<td>Phone:</td>
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<tr>
<td>Name:</td>
<td>Address:</td>
<td>Phone:</td>
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</table>

- **Emergency Medical Care**

  I, [Name], the parent (or legal guardian) of [Child's Name], who is my minor child, hereby authorize emergency medical treatment for my child in the event I cannot be contacted to give permission to treat. I understand I will be financially responsible for the cost of such treatment.

- **Transportation**

  I, [Name], the parent (or legal guardian) of [Child's Name], who is my minor child, hereby give permission for my child to be transported by the center.

  Signature of parent/guardian: ____________________________
  Date: __________

## Medical Information

<table>
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<tr>
<th>Name of child's physician:</th>
<th>Office phone:</th>
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<tr>
<td>Special medical information, medications, allergies, diet:</td>
<td>Health Insurance Identification information:</td>
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</table>

*The above information is necessary for your child’s protection and this facility is required to have it. Keep this information current.*

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*Created by the DE Office of Child Care Licensing. Revised July 2015. Facility must retain this information for 3 months after child is removed from care.*
### Medical/Emergency:

**Medical Problems/Allergies:**

**Medications:**

**Physician:**

**Preferred Hospital or Clinic:**

**Insurance Company:**

**Physician Phone:**

**Hospital Phone:**

**Insurance Policy Number:**

**Can Member Swim?**

- [ ] Yes
- [ ] No

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**Pick up Information: (Licensed child care only)**

**Names of two Persons Authorized to pick up Member:**

1. **First Name:**
   - 
   - **Last Name:**

2. **First Name:**
   - 
   - **Last Name:**

**Authorized Password:**

**Persons Not Authorized:**

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**Notes:**

- **Participation in other Youth Programs:**
- **Hobbies:**
- **Nickname:**
- **Mother’s Maiden Name:**

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**Confidential** The following information is necessary for our records and the funding of our Organization. Your cooperation is appreciated and necessary.

### Annual Family Income:

- [ ] Under 15,000
- [ ] 15,001-20,000
- [ ] 20,001-25,000
- [ ] 25,001-30,000
- [ ] 30,001-35,000
- [ ] 35,001-40,000
- [ ] 40,001-45,000
- [ ] 45,001-50,000
- [ ] Over 50,000
- [ ] Decline to Submit

### Check all that Apply:

- [ ] SSDI
- [ ] SSI
- [ ] TANF
- [ ] Day Care Voucher
- [ ] Food Stamps
- [ ] General Assistance
- [ ] School Lunch
- [ ] Vet. Compensation

### Disabilities or other special circumstances:

- [ ] Individual Education Plan (IEP)

### Internal Use Only:

- **UDC 1:** Physical Disability
- **UDC 2:** POC
- **UDC 3:** 21st Century
- **UDC 4:** Summer Camp
- **UDC 5:** Track
- **UDC 6:** Future Stars
- **UDC 7:** Swim Lessons
- **UDC 8:** Jr. NBA
- **UDC 9:** Community Service
- **UDC 10:** Soccer
- **UDC 11:** Film Festival
- **UDC 12:** Swim Team
- **UDC 13:** Childcare
- **UDC 14:**
- **UDC 15:**

I have read the completed application, understand the rules of the Boys & Girls Club and request that my son/daughter be admitted into membership. I have explained the rules to my son/daughter and agree that the Boys & Girls Club will not be responsible for any accident/incident to the boy/girl while on the Boys & Girls Club premises or while engaged in any of its activities away from the Boys & Girls Club. I give my consent for photographs, interviews, and press releases, in which my son/daughter may appear, to be used at the Boys and Girls Club discretion. I hereby grant the Club permission to admit to the hospital for emergency care the above named child. I grant permission to any hospital or medical facility selected by adult leaders, to carry out whatever treatment, surgery, or anesthesia that is deemed necessary by the physicians or the staff. I also give permission for the school district to release reports cards and educational, behavioral, and attendance data to the Fraim Boys & Girls Club and the Boys & Girls Club of Delaware for the purpose of data collection and analysis. I also understand that the Club has an open door policy and not be held responsible for my child leaving the premises. General membership hours differentiate between the school year and the summer. During the summer, the club is open for licensed child care participants only.

_________ / ______ / ______

Parent Signature

Member Signature

_______ / ______ / ______

Date
Please read each item carefully and place initials in the space below the statement. Signature confirms that parents/guardians have read and understand each policy and procedure.

**PARENTS RIGHT TO KNOW NOTICE**

Under the Delaware Code you are entitled to inspect the active record and complaint files of any licensed child care facility. To review a child care facility record contact: Ann Marie Bercy, Office of Child Care Licensing, 3411 Silverside Road, Concord Plaza Hagley Building, Wilmington, Delaware 19810-4803

You may also view substantiated complaints and compliance review histories for the past three years by visiting [http://www.apex01.kids.delaware.gov:7777/occl/](http://www.apex01.kids.delaware.gov:7777/occl/)

**Parent Initials:** ____________

I understand the hours of operation are 6:30am or 7am – 6pm and late fees will apply to those members picked up after 6pm. Fees will start promptly at 6:01pm. The late fee is $5 per child for the first 15 minutes you are late and $1 per minute for each additional minute per child payable at the time of pick up. I understand that I am responsible for paying the late fee BEFORE my child can return to the program.

**Parent Initials:** ____________

I further understand that payments (including POC co-payments) are due by 6pm the Friday prior to the start of the next session and failure to make a payment on time will result in my child no longer being able to attend the child care program. We do not pro-rate weeks.

**Parent Initials:** ____________

I, the parent/guardian hereby give permission for my child to be transported by or travel with the Boys & Girls Clubs of DE for special events, trips or by bus to and from school (if applicable).

**Parent Initials:** ____________

I acknowledge that cell phones may not be used, must be turned off while at the Boys & Girls Club, and must be out of sight. In addition, I understand that electronics and other computer devices are not permitted at the Boys & Girls Club. I understand that staff will confiscate any device that my child brings to the Club.

**Parent Initials:** ____________

I acknowledge that my child is responsible for any personal belongings that are brought into the Boys & Girls Club. In addition, I understand and agree that Boys & Girls Club is not responsible for any personal items regardless of the value that may be lost, stolen, or destroyed even if item is confiscated while a member is attending the club.

**Parent Initials:** ____________

I acknowledge that bullying and harassment are not permitted at Boys & Girls Club. I understand that bullying can entail verbal abuse, physical abuse and technological abuse (i.e. Facebook, etc.). I understand that Boys & Girls Club has zero tolerance when it comes to bullying and harassment.

**Parent Initials:** ____________

I understand that members will spend a portion of the day outdoors; weather permitted, and understands that appropriate attire and enclosed toe shoe must be worn and that sunscreen is my responsibility.

**Parent Initials:** ____________

**Screen Time Permission**

Children over the age of two may have an educational video, movie (G or PG), or game incorporated into their curriculum. These may be viewed on a television, computer, tablet, or gaming device. These will be age-appropriate and limited to one hour per day unless a special occasion or activity occurs. Children will be closely supervised while using the internet.

**Parent Initials:** ____________
I, the parent/guardian, hereby give permission for my child to swim while attending the Boys & Girls Club

Parent Initials: ____________

I understand that snack will be offered daily by the club and that if my child does not plan to eat what is being offered I will pack him/her a nutritious bag snack. I understand there will NOT be access to a microwave for food which needs to be heated. I also understand that no members will be able to order or receive "take out" or fast food at the club.

Parent Initials: ____________

I understand that the failure of my child to comply with the member code of conduct may result in suspension or removal from the program. **No refunds are granted should this occur.**

Parent Initials: ____________

I understand that all parents, guardians and person who enter the club with me must follow the Visitor Code of Conduct. If any of the above named act disrespectful or aggressive towards any staff member, they will be asked to leave the premises and the child's membership privileges may be revoked. **No refunds are granted should this occur.**

Parent Initials: ____________

I understand that I or whomever is dropping off or picking up my child/ren must enter the building at drop off and pick up to sign members in/out. In addition, I understand that whomever is picking up may be asked for ID on any given day. (This is an Office of Childcare Licensing Regulation)

Parent Initials: ____________

I understand that pictures may be taken while at the Boys & Girls Club or on a field trip to use in the program or in promotional materials for the club.

Parent Initials: ____________

I have received and understand it is my responsibility to read the Boys & Girls Club Parent Handbook.

Parent Initials: ____________

I understand that it is my responsibility to contact both school district transportation and my child’s school to have his/her bus stop changed to the Boys & Girls Club stop or to let the school know my child will be getting on the Boys & Girls Club bus. (If applicable)

Parent Initials: ____________

I understand that if my child is going to be absent from Boys & Girls Club, I must contact someone by 2:00pm. If your child uses our causal care we must be notified by 1:00pm on the day they are attending.

Parent Initials: ____________

I understand that the Boys & Girls Club needs a copy of my child's report card for reporting and funding purposes. I give permission for them to make copies of all report cards.

Parent Initials: ____________

I understand that prior to my child starting I must provide a copy of his/her IEP or 504 accommodation to the Boys & Girls Club in order to ensure academic and behavioral consistency and success.

Parent Initials: ____________

My initials indicate that I have read and understand all policies and procedures in the registration packet:

Parent/Guardian Signature: ___________________________ Date: __________________
Positive Behavior Management Approach

The Boys & Girls Club approaches behavior management in a serious, but positive manner. Appropriate behavior will be rewarded with positive reinforcement. In the event that the child exhibits inappropriate or negative behavior, the staff will use positive redirection. Staff shall use positive age-appropriate methods of guidance of children which encourage self-control, self-discipline, self-esteem, & cooperation. The following behavior policy will be reinforced by staff throughout the school year. PARENTS please make sure that you discuss the behavior policy with your child.

Behavior Policy

Minor Violations: Those violations that relate to behavior and do not endanger the safety of themselves or others.

Examples: Using profanity around children or staff, not obeying counselors, etc.

☐ Verbal Warning
☐ Write up in file and phone call to parents
☐ Write up in file and parents conference
☐ Write up in file and sent home
☐ Write up in file and 1 day suspension

Major Violations: Those violations that endanger the safety or well-being of the child, other children or staff.

Examples: Pushing, shoving, kicking, hitting, throwing objects at others, theft, bullying, etc.

☐ Write up in file, conference with parents and one day suspension
☐ Write up in file, conference with parents and three day suspension
☐ Child removed from the program

All behavior incidents are handled on an individual basis. Accommodations will be made for students with 504/IEP’s. Some violations will require immediate action which may include dismissal from the program. They will be up to the discretion of the club’s Directors.

Parent/Guardian Signature  

Print Name  

Date  
Note: Giving your child permission to hit someone back is a major violation and will be handled accordingly.

**Member Code of Conduct**

As a member of the Boys & Girls Club, I am fully committed to:

- Treating all staff, adults, and other youth with Respect
- Lending a helping hand when needed
- Valuing all cultures and individual differences equally
- Doing my part to keep the building, property, and equipment clean, neat and working properly
- Being friendly to all and demonstrating a positive attitude
- Striving to do my best in everything I do
- Representing the Club’s values, both in the Club and when I am outside the building
- Taking responsibility for my choices and the results from making those choices
- Using appropriate language and good manners at all times
- Participating in Club events and activities and following all the Club rules

I understand that my membership privileges may be suspended or revoked if I do not honor this Code of Conduct

________________________________________
Member Signature

**Parent and Visitor Code of Conduct**

As a visitor or parent of a member of Boys & Girls Club, I am fully committed to:

- Treating all staff, adults, and other youth with Respect
- Valuing all cultures and individual differences equally
- Doing my part to keep the building, property, and equipment clean, neat and working properly
- Being friendly to all and demonstrating a positive attitude
- Respecting and reinforcing the Club’s values while in the Club
- Modeling appropriate language and behavior at all times
- Following Club policies and procedures at all times
- Supporting Club activities and events whenever possible
- Voicing concerns and ideas for improvement to staff
- Reading all posted materials and asking questions if they are unclear
- Having a Supportive & Cooperative Partnership with staff

I understand that my child’s membership privileges and my ability to enter the Club may be suspended or revoked if I do not honor this Code of Conduct

________________________________________
Parent/Visitor Signature
“Getting to Know Your Child” Form

For YOUR CHILD to fill out

My name is: ____________________________________________
My nickname is: ________________________________
My favorite activity is: ________________________________
My favorite food is: ________________________________
My least favorite food is: ________________________________
My favorite person is: _______________________________________
I am afraid of: __________________________________________

For YOU to fill out

Please list all the adults living in your child’s household:
Name                      Relationship                      Name                      Relationship
1. ___________________________  2. ___________________________
3. ___________________________  4. ___________________________

Please list all the children in the family along with ages and gender:
Name                      Age          Gender                      Name                      Age          Gender
1. ___________________________  2. ___________________________
3. ___________________________  4. ___________________________

Does your child have a special diet?

Due to your child’s tastes, allergies, reactions, and/or religious beliefs, are there any foods, which should not be served to your child (please list)?

___________________________________________________________

Please list any personal habits, thumb sucking, nail biting, etc. ______________________________________________________________

What are your main expectations of this program or things your child needs additional help with?
___________________________________________________________

___________________________________________________________

Please list anything else that you feel is important for us to know about your child or any recommendations so that your child is successful:

___________________________________________________________

___________________________________________________________

___________________________________________________________
Authorization & Release of Information Form

Dear_______________________________________________________:

(Name of school)

My child is participating in programs at the Boys & Girls Club. These Programs may include:

★ Power Hour-daily homework assistance, including help with problems, homework getting checked and weekly incentives
★ Tutoring Sessions
★ High Yield Learning Activities including team sports

In an effort to strengthen these programs for my child, I hereby give permission to the Boys & Girls Club Unit Director, Site Director, Program Director, Child Care Director or Education Director to speak with and get information from my child’s teacher(s) and/or Guidance Counselor regarding homework, academic reports (report cards, test scores, 504 plans, IEP’s, physical & shot records etc.) and any extra assistance which may be helpful to my child’s academic and personal success.

If you have any questions or need to reach the Club, please contact them at:

Phone#__________________________________ or Email:________________________________________

Sincerely,

__________________________________________________________  _________________________________
Parent/Guardian Signature                  Parent/Guardian Name (please print)

________________________________________
Date

(Please Print)
Child’s Name:__________________________________________Grade:__________________________
NAME ____________________________  

BIRTHDATE ____________________________  

**CHILD HEALTH APPRAISAL**

**SECTION A: TO BE COMPLETED BY PARENT BEFORE PHYSICAL EXAMINATION**

- **Check if child has problems with any of the following:**
  - Allergies (food, medicine, bee sting etc.)
  - Constipation/Diarrhea
- **Frequent Colds**
- **Hearing Difficulty**
- **Seizures**
- **Speech Difficulty**
- **Vision Difficulty**
- **Behavior Problem**
- **Physical Handicap**
- **Asthma**

**Comments:**

**ADDITIONAL INFORMATION ABOUT YOUR CHILD** (include serious illness, accidents, operations, medications, etc. with dates):

**Parent/Guardian's Signature** ____________________________

**Date** ____________________________

**SECTION B: TO BE COMPLETED BY EXAMINING PHYSICIAN/PEDIATRIC NURSE PRACTITIONER**

- **ODE:**
  - X - Within Normal Limits
  - O - See Remarks Below

- **Scalp, Skin**
- **Heart**
- **Vision**
- **Ear, Nose**
- **Lungs**
- **Hearing**
- **Throat**
- **Abdomen**
- **Blood Pressure**
- **Eyes**
- **Genitalia**
- **Teeth**
- **Extremities**
- **Neck, Glands**
- **Nervous System**
- **Height**
- **Weight**

**MARKS AND RECOMMENDATIONS:**

**CHILD PROGRESSING NORMALLY FOR AGE GROUP?**

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<th>DTP/Hib 1</th>
<th>DTP/Hib 2</th>
<th>DTP/Hib 3</th>
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<td>Lyme Vax 2</td>
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<td>Other:</td>
<td>Lead Screening 12 mo</td>
<td></td>
</tr>
</tbody>
</table>