

# Family Record, Child Tab- More, Information Record- PDF

Last Modified on 03/14/2018 9:18 am EDT

Information Record cards are typically state or site defined forms, when selected mapped data for the selected child will print on the form.

From the family record, select the Children tab. Then select the More drop down box and select Information Record- PDF, if a site has site specific forms mapped Information Record 1, 2, 3 etc will display below.

The screenshot shows a web interface for a family record. At the top, there is a header for 'Beanstalk Family' with a Family ID of 323499, 1 student, and a Regular statement type. Below this is a navigation bar with tabs: Summary, Family, Children, Parents, Third Party, Volunteers, Communication, Auto-Pay, Vacation, Financials, Receipts, and Merge. The 'Children' tab is active, showing a profile for 'Jack Beanstalk', Age 6. Below the profile, there are tabs for 'Admission/Personal', 'Doctor/Health', 'Program/Room Assignment', 'Calendar View', and 'More'. The 'More' dropdown menu is open, showing options: Additional Information, Health, Incidents, Contacts, Sponsors, Information Record - PDF (highlighted), Info Cards loaded, Daily Sheets, Daily Log, and Attendance. A hand cursor is pointing at the 'Information Record - PDF' option, and a 'View' button is visible at the bottom right of the dropdown.

Once the PDF has been downloaded and saved, the file will open and will display required child information.

### CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission	Date of Discharge
Name of Child (Last, First, Middle Initial)			Child's Date of Birth
Beanstalk Jack			09/27/2011
Address (Number and Street, Building/Apartment Number)		City	State --
Parent/Legal Guardian's Name Gass, Kristina		Home Phone ( 24884119401018	Parent/Legal Guardian's Name (Optional) Beanstalk, Guardian 2
Home Address (if not child's address)		Cell Phone ( 24884119401018	Home Phone
City Rochester Hills		State MI	Zip Code 48307
Email Address (optional) Kgass@cirrusgroup.com		Email Address	
Employer Name		Work Phone 24884119401018	Employer Name
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ( )	
Hospital Preferred for Emergency Treatment (optional)			
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.) N/A			

BCAL-3731 (Rev. 6-17) Previous editions 4-16, 6-15 and 7-12 may be used until September 30, 2018.

See Reverse Side

**Emergency Contact & Release of Child:** List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.		
2.		
3.		

**Release of Child Only:** List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	( )	2.	( )
3.	( )	4.	( )

**Parent/Legal Guardian Initials:**  
 \_\_\_\_\_ I give permission to DCW Transactional- Center 1, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.  
 Signature of Parent or Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

LARA is an equal opportunity employer/program.

AUTHORITY: 1973 PA 116  
COMPLETION: Required  
PENALTY: Rule Violation

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The state that displays as a default will be associated to the state selected on the setup > system config, General Config screen under the Miscellaneous tab-

Setup -> System Config -> General Configuration

Statement	Daycare Works Family	Integration - Gateway/OCN	<b>Miscellaneous</b>	Registration
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Miscellaneous Configuration	
State Information Card:	MI Michigan ▼
Page Information Card:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Time Zone:	Eastern Standard Time ▼