

# Enrollment Packet Checklist

V7B – Multiple Children



**Parent/Guardian Email Address:**

(Critical information for communication. Please print legible)

**Parent/Guardian do you receive a government subsidy for childcare?** (Please answer, Yes or No):

Enrolling a child requires **Two Steps** to be completed, before a child can start with us.

## **Step 1**

Before turning the enrollment packet over to the Front Desk Representative, *make sure that the first 7 items listed below have been completed*. Item 8 in the checklist below is age specific.

#	Documents Needed 	Initial Each Completed	Child 2	Child 3	Child 4
1.	Parent Handbook Return only the last page with signature.				
2.	Emergency Information (Blue) Card				
3.	Copy of Immunization Record				
4.	CACFP Meal Benefit Income Eligibility Form				
5.	Admission Agreement Form				
6.	Digital Media Release Form				
7.	About Me Questionnaire				
8.	If Applicable (Based on a child's age)  School Age Children – Transportation Auth Form  Infant – Feeding Preference Form		Child 2	Child 3	Child 4

## **Step 2**

Our Admin Director (Perla) will fill out the appropriate Financial Agreement, then she will ask that the parent/guardian of the enrolling child, sign the agreement. This must be completed before a child can start at the center.

Final Step!	Financial Agreement Parent Contract Or (DES) Provider/Parent/Guardian Agreement
-------------	---