

Enrollment Packet Checklist

V7B



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

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
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