

# ENROLLMENT *checklist*



## INTAKE FORMS & DEPOSIT

- Child Information & Intake Questionnaire
- Financial Agreement
- Deposit

## ENROLLMENT FORMS

- Parent Handbook Agreement
- Home Consent Form
- Enrollment Application
- Discipline & Extreme Behavior Policy
- Emergency Contact & Consent Form
- Permission to Administer (If Applicable)
- Permission to Photograph Form

## PARENT SUPPLIED DOCUMENTS

- Copy of Birth Certificate
- Copy of IEP or IFSP (If Applicable)

## CHILD'S SUPPLIES

- Complete Change of Clothing
- Small Blanket
- One Optional Stuffed Sleep Companion (No Toys Allowed)
- Full Bag of Diapers (If Applicable)
- Sensitive/Unscented Diaper Wipes (If Applicable)
- Diaper Cream (If Applicable)

## ADDITIONAL ENROLLMENT FORMS

Forms due following enrollment:

- Child's Physical Examination and Immunization Record (Due within 2 weeks of enrollment.)
- CACFP Enrollment Form for the Food Program (Supplied by Director following enrollment.)