

## Children's Enrollment Checklist:

Child's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

1. \_\_\_\_\_ Contract (**Accompanied by deposit equal of two weeks tuition. The first month's tuition is due on the first day of care.**)
2. \_\_\_\_\_ Admission Record
3. \_\_\_\_\_ ACH form
4. \_\_\_\_\_ Universal Health Status Form (**completed by physician**)
5. \_\_\_\_\_ Immunization Record (**Including hearing, vision and dental results**)
6. \_\_\_\_\_ Flu Shot
7. \_\_\_\_\_ Permission to Administer Over the Counter Medication
8. \_\_\_\_\_ Authorization Form
9. \_\_\_\_\_ Expulsion Policy
10. \_\_\_\_\_ Information to Parents sign off
11. \_\_\_\_\_ Discipline Policy
12. \_\_\_\_\_ Pack & Play Safety Certificate (**Infant room only**)
13. \_\_\_\_\_ Received Handbook (sign here) \_\_\_\_\_
14. \_\_\_\_\_ Abuse prevention policies
15. \_\_\_\_\_ Social Media and Technology use policy
16. \_\_\_\_\_ Communicable disease management policy
17. \_\_\_\_\_ policy on Methods of parental notification