

Child 1) _____

Date of birth _____

Child 2) _____

Date of birth _____

This is the checklist showing all forms you'll need for enrollment. Initial each form as you complete it. Return the entire Enrollment Packet back to Rashawn by _____. Your Enrollment Fee will also be due _____. Once we receive your Enrollment Packet and fee, a spot will be held on the attendance log. Your child/ren's first day of attendance will be _____. If this packet is not turned in by the due date, your child/ren may miss the opportunity to be enrolled. If a question is found, that does not pertain to your child/ren write "N/A" in that space. This packet and its entirety are legal documentation of agreement between parent and provider. All forms should be treated as such. DO NOT make any alterations to the forms. Please call if you have any questions or concerns. If you change your mind and do not want to enroll your child/ren. Call or text a least a week before the anticipated first day of attendance.

#	Form Name	Form Description	Initial
1	Adjustment Period Contract	Contract to cover the first 2 weeks of attendance.	
2	Contracts	The parent contract of payment agreement.	
3	Fee schedule	List all fees that are expected to be paid by parent.	
4	Enrollment Form	Parent information and emergency contacts	
5	Waived Fee	Allows fees to be waived if needed, Read, sign & we will file it.	
6	Child/rens info form	Tells child's DOB, allergies, and interest.	
7	Medical exam report	Requested by Mo. Law. Doctor must sign and date also instruction of care form. Must be turned within 15 days after first day of attendance. Copy of immunization record must be provided at time of enrollment.	
8	Food Program Enrollment	Nutritional meal approval enrollment forms.	
9	Permission form	Gives staff permission to administer or execute things such 1st aid, sunscreen, or photograph.	
10	Media Release Form	Gives preschool permission to use pictures of your child in media formats such as promotional material.	
10	Vacation form	Records vacations days used. Sign the bottom and return form to be filed.	
11	Reference Request Form	Reference of past childcare and personal contacts	
12	Special Needs Questionnaire	Questions about any medical, physical, mental, or behavioral illness or conditions that may be present in child's history.	
13	Property Owner Liability Release Form	Form releasing landlord from any liability in the case of an incident.	
14	Non- Disclosure Agreement	Form that ensures confidentiality of children, families and staff.	
15	COVID Parent Statement	Form to ensure parents understand the policy and procedures of how we manage during the pandemic.	
16	Additional Forms	Any additional form needed to fit specific needs of each individual child.	

