

## Enrollment Items Check List

The following items are needed when you enroll your child...

- Emergency Card-be sure to include an emergency contact even if they are out of state and fill out the back with any allergies or medical concerns
- Health Inventory- parent/guardian fills out half, your child's doctor fills out the other half (you have a 20-day grace period for the doctor portion of this form)
- Current Shot Record
- Things to Know Form
- Agreement -will be filled out with the front desk at time of enrollment
- Infant/Toddler Planning Sheet- will be fill out with the front desk at time of enrollment (form not found on-line)
- Copy of both parents or guardian ID/Drivers Licenses
- Registration Fee and Security Deposit- these are paid on or before leaving your child on their first day of care
- Tuition Express- (Optional form of payment) fill out this form to have money directly debited from your checking account or charge to a credit card (\$10 credit card fee every time it's charged)

All forms must be completed, front and back. All Forms and payment must be submitted before the child's first day of care. **Please allow 20 minutes to complete the registration process.**