



Welcome Letter - Checklist

Dear Parents/Guardians,

Welcome! Thank you for your interest in ACCA Child Development Center. In order to maintain our high standard of care for your child the following documents must be completed in full and reviewed by our intake team before your child can receive services:

Emergency Form

- Name, nickname (if any), sex, and birth date of the child;
- Name, home address, and home phone number of each parent who has custody;
- When applicable, work phone number and place of employment of each parent who has custody;
- Name **and** phone number of child's physician;
- Name, address, and phone number of two designated people to call in an emergency if a parent cannot be reached;
- Names of persons authorized to pick up the child. Appropriate legal paperwork shall be on file when the custodial parent requests the center not to release the child to the other parent;
- Allergies and intolerance to food, medication, or any other substances, and actions to take in an emergency situation;
- Chronic physical problems and pertinent developmental information and any special accommodations needed

Birth Certificate or Proof of Child's Identity and Age

- The proof of identity will be reproduced and original returned

Immunization Record

- The center shall obtain documentation that each child has received the immunizations required by the State Board of Health before the child can attend the center.
- The center **shall obtain documentation of additional immunizations once every six months for children under the age of two years.**

Physical Form

- Each child shall have a physical examination by or under the direction of a physician:
 1. Before the child's attendance; or
 2. **Within one month after attendance.**

Parent or guardian completes page 1 (Part I) of the form. The Medical Provider completes Part II and Part III of the form.

Copies of IFSP-Individualized Family Service Plan (from Infant Toddler Connection), **IEP-Individualized Education Plan** (from Child Find) and Medical documents that pertain to the wellbeing of your child

Family Questionnaire

ACCA Child Development Parent Handbook

- Please read Parent Handbook thoroughly.
- Read and complete **GENERAL CONSENT FORM** on last page

Financial Agreement, when

applicable

Please take a moment to review Building for the Future Flyer, WIC At A Glance letter, and FAMIS Virginia's Health Insurance Program for Children information

USDA Enrollment Form

USDA Eligibility Form

Infant Feeding Preference/Parent Choice Form, if applicable

Applicant & Family Member Information/Child Plus Form

- Complete front page and sign and date back page

Virginia Preschool Initiative (VPI) Consent and Release From (form enclosed)

- For children 3 years and older

Home Language Survey

Statement for Special Diet Prescription, if needed, per request – to be completed by parent/guardian and physician