



REQUIRED FORMS CHECKLIST

Parents' Name(s): _____
 Child's Name: _____
 Date of Enrollment: _____

As an enrollee of School Time, there are certain documents that, **by law**, must be retained and maintained in your customer file. Below is a checklist of those required items. Please note, if you have enrolled multiple children, one copy of each form must be completed for each child enrolled. Please make sure all of these items are completed and returned to the Director, along with a signed copy of this checklist.

- Application for Enrollment
- Tuition and Registration Agreement
- Universal Health Form (include immunization records)
- Medication Release Form(s) (if applicable; *one per medication*)
- Emergency Contact and Child Release Authorization Form
- Personal Childhood History Form
- Infant/Toddler Schedule Form (if applicable)
- Signed Network/Internet Access Agreement Form
- Signed Permission Slips
- Signed *Receipt of Parent Handbook* Form
 - o The signature on the *Receipt of Parent Handbook* form **covers** the following acknowledgements: *DCF Information to Parents* Letter; Discipline Policy; Expulsion Policy; Medical Policies; Operations Policies; Policies on the Release of Children; Tuition Policies; and all other policies covered in the *School Time Parent Handbook*.

If any of these items are missing from your customer file, we will notify you, and request the submission of said missing items. If any of these items requires a re-submission due to a legal change in information, **it is your responsibility** to provide these updated items in a timely fashion. Failure to promptly provide the missing or updated items can constitute grounds for removal from School Time enrollment on a temporary or permanent basis.

My signature below indicates that I have completed the required forms and have turned them in to the Director. I acknowledge that it is my responsibility to update these forms, if necessary, in a prompt and timely fashion.

Signature of Parent

Date

Signature of Parent

Date