**Child Care Enrollment Checklist**

Child(ren) Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❏  Greeting letter

❏  Philosophy Statement

❏  Parent Handbook Review Form (Parent reviews handbook on [www.rosiestinytots.org](http://www.rosiestinytots.org) Form requires signature and date)

❏  Curriculum schedule for toddlers, infants and Pre-K class

❏  Instruction flyer on how to download Cash App

❏  Brightwheel App flyer

❏  Current newsletter

❏  Childcare Application

❏  Child information document {allergies, who can child be released to (up to 4 people), emergency contact (2 people), authorization of emergency care, permission for field trips}

❏  Personal information sheet for student

❏  Physical examination form

❏  Parent notice

❏  Fire & safety notice

❏  Emergency Medical Authorization Form

❏  Infant Feeding Plan

❏  Discipline policy

❏  Transportation policy

❏  Parent notification

❏  Photo release

❏  Client technology

❏  CACFP Application with Child Enrollment Form

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DON’T FORGET WE NEED YOUR WORK SCHEDULE FOR STAFFING PURPOSES J