

ENROLLMENT PAPERWORK CHECKLIST

2019 - 2020

There are many forms that the preschool needs in order to be legally compliant and in order to operate a high quality program. Below, you will find a checklist of items that must be turned in to the preschool prior to your child starting school.

Legally Required Forms

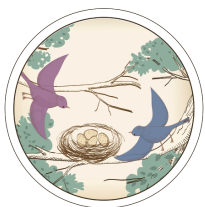
- Enrollment Agreement Form:** This form should be the first thing that you turned in to secure your child's space at the preschool.
- \$500 Registration Fee and Prepaid Tuition Deposit:** This was turned in along with your Enrollment Agreement form.
- Enrollment Information Form:** Required by law
- Immunization Form:** This form is obtained from your child's pediatrician. This form must be updated each time your child receives an immunization. This form typically has an expiration date written on it. Your child is not legally allowed to be at school if their immunization form is expired.
- Health Form:** This form is obtained from your child's pediatrician. This form is valid for one year from the date written on it.

****Forms that have an expiration date must be updated prior to their expiration. Children with forms that are out of compliance are legally unable to attend school.****

Additional Paperwork

- Individual Photo of Child:** This is used to create your child's classroom cubby.
- Family Photo:** This is used in your child's classroom as a visual aid and as a comfort object, helping to create a warm and inviting environment.
- Photo Release Form:** This form allows the preschool to use documentation photos in our preschool newsletter, our church newsletter, and, on occasion, on our preschool website.
- Volunteer Opportunity Form:** This form is given to our parent volunteer coordinator. It provides an opportunity for families to get involved with the preschool at different level.

PLEASE RETURN ALL FORMS NO LATER THAN MAY 1, 2019



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Strong roots. Strong branches.