

Checklist of Enrollment Forms

To complete the enrollment process, the following forms need to be on file before your child starts school. **Please fill out the bold forms below exactly as instructed.**

Forms are due within two weeks of the tuition deposit being paid.

	Item	Date Received
	1. Application for Child Care (fill and/or sign)	
	2. Child's Medical Report	
	3. Immunization History	
	4. Nutritional Opt-Out Form	
	5. Off-Premise Activities Authorization	
	6. Pick up Authorization	
	7. Photo Release	
	8. Receipt of Policies (sign to acknowledge you read items below): <ul style="list-style-type: none"> • TCH Operational Policies/Parent Handbook (read only) • Discipline Policy (read only) • Nutritional Foods Policy (read only) • Prevention of Shaken Baby Syndrome (read only) • Smoke and Tobacco-Free Policy (read only) • Summary of Child Care Laws (read only) • Partnership Agreement (read only) 	
	9. Getting to Know You – Please bring form to your August Conference	

Admin Only

Parent's Name _____

Tuition Contract Received: _____

Deposit Received: _____