

PRESCHOOL PROGRAM

ENROLLMENT DOCUMENT CHECKLIST

- A copy of your child's **Birth Certificate** (or other official proof of birth date)
- A copy of your child's **up-to-date Immunization Record**
(Your child cannot start preschool unless all immunizations are complete. If your doctor determines that your child does not need a tuberculosis "TB" test, the doctor needs to complete the portion of the form on the Physician's Report that states that no risk factors are present)
- Proof of negative TB for your child or a physician's report form with "no risk factors present" signed off by the doctor.
- Proof of a negative tuberculosis test for all family members or representatives that will be spending any time in the preschool classroom performed no more than 1 year prior to the child's admission to the program (if the TB test is positive, proof that there is no exposure risk present is required)

Please fully complete the following forms:

- Physician's Report Form** (LIC 701 Form Attached)
Every preschooler must have proof of a physical examination completed within the year prior to starting preschool. You fill out the top portion and your child's doctor completes the bottom section. (A new form is not needed for continuing families)
- Child's Preadmission Health History-Parent's Report** (LIC 702 Form Attached)
- Consent for Emergency Medical Treatment** (LIC 627 Form Attached)
- Identification & Emergency Information Form** (LIC 700 Form Attached)
Please make sure to fully complete the form with multiple people who can be contacted in case of an emergency and who have your permission to pick up your child
- Personal Rights Form** (LIC 613 A Form Attached)
Detach and retain the top portion of the form for your records. Return only the completed bottom section of the form. Use your child's preschool site as the Name of Child Care Center on this form.
- Notification of Parent's Rights Form** (LIC 995 Form Attached)
Detach and retain the top portion of the form for your records. Return only the completed bottom section of the form. Use your child's preschool site as the Name of Child Care Center on this form.
- A Statement of Good Health** signed by each adult who will be volunteering in the preschool classroom
- Caregiver Background Check Process Form** (LIC 995 E Form-please retain for your records only)

For Staff Use Only

This is a complete enrollment packet; all immunizations have been transferred to the blue card and are complete.

Staff Signature

Date

- Preschool Admission Agreement and Family Handbook** (Distributed at Orientation)