

Community Ministry Child Care Center, Inc. Checklist for Enrollment:

****Registration Paperwork:**

1. Birth Certificate/Proof of Birth Letter _____
2. Registration Fee (\$75.00/child) Paid on: _____
3. Physical prior to enrollment signed & dated by physician: _____
4. Up to date immunization record signed and dated by physician: _____
5. Completed registration form including 2 local emergency contacts: _____
6. Policies and Procedures signed and dated: _____
7. Your child's personal record: _____
8. Authorization for Sunscreen: _____
9. Tuition Express Form (If Enrolling): _____
10. Copy of Most Recent IEP/504 Plan: _____

For your Child:

1. Complete seasonally appropriate change of clothes: _____
2. Sunscreen (labeled with child's first and last name): _____
3. Family pictures to hang up in the classroom: _____

For your Infant:

1. Sleep sack and sleeping (No blankets please): _____
2. Two seasonally appropriate changes of clothes: _____
3. Diapers: _____
4. Bottles/Food labeled with your child's first & last name and date: _____
5. One can of unopened formula for emergency use only: _____
6. One empty bottle for emergency use only: _____
7. Diaper Cream (labeled with child's first and last name): _____
8. Family pictures to hang up in the classroom: _____
9. SIDS information given to families: _____
10. Breast Feeding Guidelines given to families: _____
11. Infant consent form and child's schedule (Infant's only): _____
12. Mini crib sheet needed (crib sheets changed daily): _____

****ALL PAPERWORK MUST BE FILLED OUT AND RETURNED BEFORE THE FIRST DAY OF ENROLLMENT OR YOUR ENROLLMENT WILL BE DELAYED****