

Checklist for New Families

Forms and other things you need to do when you first enroll your child

Application

- Application and Nonrefundable Application Fee

Enrollment

- Registration Fee
- Admission Agreement

State of California Required Forms

- LIC613A Personal Rights—Child Care Facility
- LIC627 Consent for Emergency Medical Treatment
- LIC700 Identification and Emergency Information
(you must keep this information current)
- LIC701 Physician's Report—Child Care Center
- LIC702 Child's Preadmission Health History—Parent's Report
- LIC995 Parents' Rights
- PM286 Immunization Record

INDIVIDUAL PROGRAM FORMS AND INFORMATION

Infants

Completed Forms

- Discipline Statement Infant/Toddler
- Infant Meal Plan

Received By Parent/Guardian

- Parent Handbook
- Infant Schedule of Daily Activities
- Sample Menu
- Change /Withdrawl Forms
- Parent Checklist

Preschoolers

Completed Forms

- Preschool Daily Schedule
- Discipline Statement Preschool/School-Age

Received By Parent/Guardian

- Parent Handbook
- Infant Schedule of Daily Activities
- Sample Menu
- Change /Withdrawl Forms
- Parent Checklist

Preparing for Your Child's First Day

- Orientation Visits (2 visits required)
- Label clothing and other personal belongings
- Prepare items to bring on first day
- Read resource materials and Parent Handbook
- Arrange extra time to drop off your child on first day and for visits or calls during the day
- Keep the phone number of your child's program with you