



AMY & KIDS CO. FAMILY CHILD CARE
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www.appleton-child-care.com

Enrollment Form Checklist

This quick reference list will help you make sure you have all the forms and fees necessary to enroll your child in my program. Most of the forms can be downloaded from my website. I will provide any forms that are not available online, and if you do not have internet access I'll be happy to provide all of the forms for you.

Required Enrollment Materials

These forms are required for each child enrolling in the program. Each form must be completed, signed and submitted to the center according to the timeline listed on the form. (Each form is different, so please check each form for deadlines.)

- _____ Enrollment Application
- _____ Enrollment Fee – due upon enrollment
- _____ Parent/Provider Contract (in the Parent Handbook)
- _____ Final Payment – due within one month of enrollment
- _____ Child Care Enrollment
- _____ Child Health Report
- _____ Health History and Emergency Care Plan
- _____ Daycare Immunization Record
- _____ Intake for Under 2 Years -OR- Intake for Over 2 Years
- _____ Additional Intake Information
- _____ Privacy & Confidentiality Policy
- _____ CACFP Child Enrollment Form – provided by Amy & Kids Co.

Optional Enrollment Materials

I will let you know if any of these are required for your child. Each form must be completed, signed and submitted to the center according to the timeline listed on the form.

- _____ Transportation Permission
- _____ Alternate Arrival/Departure Agreement
- _____ CACFP Parent/Provider Formula Agreement - provided by Amy & Kids Co.

Required Materials for Distribution

State and federal regulations require that I distribute these materials to each family enrolling in my program.

- _____ Your Guide to Licensed Child Care
- _____ CACFP Welcome Letter & WIC information (will be distributed with CACFP enrollment)