Checklist

Child's Name: _____

Date of Birth: _____   Date of Enrollment: _____

First Tab

❑ A) Checklist
❑ B) Application (initial wait list application)
❑ C) Renewal letter

Second Tab

❑ D) Identification and Emergency Information (Lic 700)
❑ E) Add/Change Form
❑ F) Authorization to treat a Minor (Lic 627)
❑ G) Infant Needs/Services Plan (if age appropriate)
❑ H) Biting Policy (if age appropriate)

Third Tab

❑ I) Physician's Report (Lic 701)
❑ J) Non-Prescription/Standing Order
❑ K) Medical Dosage Release
❑ L) Nutrition Policy
❑ M) Parent's Report (Lic 702)
❑ N) Identity Development

Fourth Tab

❑ O) Enrollment Agreement
❑ P) Publication of Addresses & Phone Numbers
❑ Q) Activity Release
❑ R) Acknowledge & Release
❑ S) Personal Rights (Lic 613A)
❑ T) Parent's Rights (Lic 995)

Fifth Tab

❑ U) Parent Contract
❑ V) Parent Handbook

Sixth Tab

❑ Notes
❑ Misc. Documents (i.e. Lanterman, hot lunch)
❑ Assessments   1   2   3   4 _____

Children's File Checklist

CDC Form A   7/2007