**New Enrollment Checklist**

All newly enrolled children must have completed paperwork submitted to the Center Owner/Director prior to the start of care. Parents / Guardians and child(ren) will participate in the following enrollment process:

* Introductions and facility tour as follows:
  + - General tour of the facility in the morning to include all posted processes such as clock-in and out, child/children arrival and departure, locations of materials and supplies, bathroom, etc. Meet and greet with parents and children during drop-off and pick-up times.
    - Kitchen: meet the nutritionist, view current menus and learn about the snack/meal process. Review CACFP rules and regulations.
    - Room appropriate to their child: Infant Room, Toddler Room, or Pre-School Room: meet the primary teacher, assistant teacher, and aides as available. Review room layout, itinerary, adult/child ratio, and emergency exit plan.
* Receipt, review, and acknowledgment of parent handbook.
* Complete and Submit the following paperwork:
* **Contract**
* **ACH Payment Withdrawal (if chosen as payment method)**
* **Medication Administration Form and OTC**
* **Emergency Contact and Information Sheet**
* **Immunization Form**
* **CACFP**

Additional paperwork if any of the following are applicable:

* **State Enrollments : include release and state paperwork for Family Connections**
* **Infants: safe sleep, breastfeeding, infant feeding schedule, infant formula letter, infant care plan**
* **Transitioning Rooms: transition care plan**
* **Medical Diagnosis: Special needs care plan, seizure care form and activity log, asthma action plan, emergency care plan, diabetes care plan, severe allergy information, medication authorization, doctor’s release.**
* Enrollment Q&A