

# Linda's Little Laboratory Childcare Child Enrollment Checklist

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Enrollment / Parent Paperwork:

- Identification and Emergency Information (Lic. # 700)
- Child's Preadmission Health History - Parent's Report (Lic. #702)
- Consent for Medical Treatment (Lic. #627)
- Parent Notification of Additional Children in Care (Lic. # 9150)
- Personal Rights (Lic. # 613A)
- Family Child Care Home Notification of Parent's Rights (Lic. # 995A)
- Monterey Bay Food Program Application
- Copy of yellow immunization card
  - Enter into RIDE system
- Parent and Provider Handbook Receipt
- Enrollment Contract
- Sunscreen Permission Form
- About the Child and Family
- Permission for Emergency Transport
- Updated Child
- Permission to photograph

## Provider Paperwork:

- Enter info into Calendar Keeper
- Fill out "blue" immunization card
- Update Child Care Roster (Lic. # 9040)
- Update Emergency Back - Up Contacts List posted near phones
- Mail Food Program Enrollment Form (Date mailed: \_\_\_\_\_)
- Set up Child Portfolio binder
- Label the following if needed:
  - Diaper Storage Bin in Changing Table
  - Toothbrush / Toothbrush Cap
  - Cubby for belongings

Notes / Follow-up on: \_\_\_\_\_