

Enrollment Checklist

The following documentation must be completed and maintained by the Early Years Learning Center prior to the first day of attendance:

- o Emergency Form
 - At least one contact in addition to the parents must be listed.

- o Health Inventory
 - Parent completes Part I.
 - A medical professional completes Part II.
 - The Health Inventory should reflect the Emergency Form.

- o Age-Appropriate Immunizations
 - The medical provider can complete the attached form or submit a form from their office. *Children in the 2-Year-Old Program should update immunization records when entering the 3-Year-Old-Program.*

- o Lead Testing Certificate
 - All children should be tested at 12 and 24 months of age.

- o Medication Administration Authorization Form
 - Gives permission for staff to administer medication when necessary.
 - Children should have had at least one dose of the medication without adverse effects.
 - Prescription medication must be in a container labeled by the prescriber or pharmacist.
 - Non-Prescription medication must be in the original container.

CHECK ALL PAPERWORK FOR SIGNATURES AND DATES
CHECK EXPIRATION DATES ON MEDICATIONS

If your child requires medication for conditions such as asthma, seizure/convulsion/epilepsy, an allergy and anaphylaxis, or requires an individualized treatment care plan, contact the center for the additional required paperwork.