

BBC Preschool Checklist for Enrollment

CHECKLIST FOR: _____
(Child's name)

FORMS TO READ, COMPLETE & SIGN

- Admission and Arrangements
- BBC Parent Handbook
- Authorized Pick Up List
- Child Care Immunization Record
- Permission to Administer Medication
- Activity Authorization – County Form
- Master Field Trip Form
- Reporting Notification/Grievance Procedure
- Contracted Hours Agreement
- Full or Part Time Tuition Contract
- Parent's Information Packet
- Child's History Packet
- Copy of IEP (if they have one)
- Emergency Authorization
- Monitor Authorization (now in handbook)
- Sick/Illness Policies Agreement
- Insurance Awareness
- Media & Privacy Releases
- Absent Parent Medical Care
- Transportation Safety Form
- Emergency and Identification Information
- Touch Policy
- Wading Pool Form
- Swimming Pool Form
- Medical Action Plan (if needed)

What to bring at least the Friday before they start...

- All Paperwork filled out properly & signed
- Tuition Check for following week(s) including program fee (if started between the 1-15th it's \$25, if after the 15th then it's \$12.50 for that month only.)
- Two week holding fee check (unless agreed to pay by _____ or it was waived.)
- Cash for their Hopkins shirt (\$16), unless you ordered it online (<http://www.signingtime.com/green-hopkins-t-shirt>).

What to bring/do by their first day...

- Blanket for Naptime (goes home to be washed at end of each week.)
- Two extra sets of seasonal clothes that are labeled with child's name
- Backpack & folder for the family to carry things to and from school each day
- Swimsuit/towel (Memorial day through Labor Day)
- Water Bottle (filled with new water daily – Memorial day through Labor Day)
- Snow-pants, Boots, Walking Mittens, Gloves, Hat and 2 pairs of extra socks (in winter)
- Wipes, Diapers or Pull-ups with Velcro sides (if needed)
- Jacket & Footwear that is correct for season
- Tennis Shoes (slip on or Velcro, no laces – everyday) or Winter Boots
- All prescription from doctor needed including dosage aids, i.e. dropper
- Sunscreen/Bug Spray (needs to be applied at home each morning – April until October)
- Special food due to allergies or if child will not eat the breakfast/lunch served
- All About Me poster (with at least two real pictures on it, one of child & one of family.)
- All things from their School Supply List (see list for details)

Please remember if your child comes in flip flops, dress shoes or anything along those lines they still need to bring tennis shoes for outside time. They also need to have all other outside gear here every day according to the weather or I will send you home to get it. If your child is not healthy enough to run and play normally outside, then they are not healthy enough to be at BBC Preschool.

This form is just to help you see what all you need to return back to BBC Preschool.