Announcing a New Arrival
Please Welcome

_____   _____
                Name of Child   Enrollment Paperwork Completed by

_____   _____
                Birth date   Age

First day (arriving on) _____   Assigned to **primary care teacher**:_____

Tour of Facility and Assigned Classroom: _____
☐ **CC Infant/Toddler**   ☐ **EHS/CC 2-3 (CB27)**

**Days & Times of
Child Care:**

Monday _____   Tuesday _____   Wednesday _____   Thursday _____   Friday_____

Child Care enrollment paperwork completed by the <u>front office</u> includes:

☐   File Folder with a **label** attached: (Enrollment Date, Guardian/Parent, Child's Name and Birthdate)
☐   Child Care Enrollment Application
☐   Health History   ☐   Infant Report from parents for 0-3 classroom
☐   Cultural/Home Language Survey/Survey for SR   ☐   Emergency Care Information (H/S Notebook)
☐   Release of Children   (H/S Notebook)   ☐   "NO" - Permission for Publicity (H/S Notebook)
☐   Medical Alert, Medication, Dietary Forms, if applicable (H/S Notebook)

The paperwork listed above will be separated into Teacher's Education File, Health/Safety Notebook, or placed on clipboard.

Education paperwork completed by child care teacher:

__   Family Conference Report – every 6 months
__   ASQ-3/ASQ-SE (unless child has IFSP/IEP)
__   Infant Daily Report
__   Classroom News
__   On-Going Assessment – Daily documentation in TSGOLD/Work sample portfolio

Health/Safety Notebook – located near safety information in classroom
- "NO" – Permission for Publicity
- Medical Alert, Medication, Dietary Forms, if applicable
- Emergency Care Information
- Release of Children

CC 4/19