

PACT/WIU Child Care Center
Re-Enrollment Checklist

Date: _____

Primary Care Teacher: _____

Name of Child

Birth date

Assigned Classroom:

CC Infant/Toddler

EHS/CC 2-3

**Days & Times of
Child Care:**

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Assistant Supervisor will complete re-enrollment paperwork with more than two cross outs or if the information is more than two years old, the paperwork will be re-done with family.

- File Folder with a **label** attached: (Re-Enrollment Date, Guardian/Parent, Child's Name and Birthdate)
- Emergency Care Information
- Health History
- Release of Children
- Permission for Publicity
- Medical Alert, Medication, Dietary Forms, if applicable
- Immunization is up-to-date
- Physical is up-to-date, good for 2 years
- Cultural Survey/Education Survey for School Readiness
- Revised CC Parent Handbook
- Community Resource Directory

Re-Enrollment Paperwork and Distribution Completed by

Date

Child Care Re-Enrollment paperwork is completed by the front office and distributed to primary teacher.