



## New Enrollment Checklist

**Child's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>General Information</b>	
	Enrollment Information – required for CFDRC enrollment
	Family Information Sheet – required for CFDRC enrollment
	Child's Birth Certificate
	Proof of Address
<b>Fiscal Affairs</b>	
	Income Verification: Pay Stubs (if weekly – 4, if bi-weekly – 2, if monthly – 1 or 1040 tax form)
	W-9 – required for Eastern Connecticut State University fiscal
<b>Medical</b>	
	Health Physical with State of CT Health Assessment Record & Immunizations ( <i>Current physical within one year, must have prior to start date, required per licensing.</i> )
	Authorization for the Administration of Medication ( <i>if asthma or allergy diagnosis</i> ) – required per licensing
	Authorization for the Administration Non-Prescription Medications ( <i>if applicable</i> ) – required per licensing
	Child's Insurance Card
<b>Signed Policies and Permission Forms</b>	
	Acknowledgement of CFDRC Policies Signature Page – required annually per licensing
	Photography and Video Tape Consent and Release – required for CFDRC enrollment
	Written Authorization to Enroll in a Preschool Program ( <i>if child is under 3 on start date</i> )
	Campus Walk Permission Form - <i>required for licensing</i>
<b>Miscellaneous</b>	
	Eastern Alert – required for weather and other communication
	The Lily Pad Library Card Application
<b>For Your Review</b>	
	CFDRC Policies
	Letter from School Nurse
	Holiday Schedule