# New Enrollment Checklist

Child’s Name: __________________________ Date: ______________

## General Information
- Enrollment Information
- Family Information Sheet
- Child’s Birth Certificate
- Proof of Address
- Verified Work Schedule

## Fiscal Affairs
- Income Verification: Pay Stubs (if weekly – 4, if bi-weekly – 2, if semi-monthly – 2, if monthly – 1 or 1040)
- **W-9 (Please hand deliver on first day)**

## Medical
- Health Physical with State of CT Health Assessment Record & Immunizations *(Current physical within one year, must have prior to start date.)*
- Authorization for the Administration of Medication *(if asthma or allergy diagnosis)*
- Authorization for the Administration Non-Prescription Medications *(if applicable)*
- Child’s Insurance Card

## Signed Policies and Permission Forms
- Acknowledgement of Signature Page of CFDRC Policies
- Photography and Video Tape Consent and Release

## Miscellaneous
- Library Nook Card Application
- Eastern Alert- Weather Form

## Other Documents as Needed
- Other: COVID-19

## For Your Review
- CFDRC Policies
- Letter from School Nurse
- Holiday Schedule

**(Revised 7/2021)**