

Memo

To: Infant, Toddler & Two's Parents

Date: January 2023

Re: Infant, Toddler & Two's Paper work

Parents:

The following is a check list for registration paperwork:

1. Summary of licensing standards for Day Care Centers (small booklet)

2. Application/ Record of Child information _____
3. Consents to Day Care Providers _____
4. Physical Form _____
Make sure it includes: Varicella, Lead questionnaire & TB Skin Test (Note:
The Lead and TB test may be waived with physician's permission. Have your
physician state and sign to this effect on the form.)
5. Contract _____
6. Handbook _____

(Please read the entire handbook, and sign page 15 and return to the ARC!)
7. Certified copy of Birth Certificate (or other reliable proof of identity and
age of child) _____
8. (Infants) Nutrition and Wellness Program Division Form _____

We must have all documentation before we can allow you child to attend the first day of Care!

If you have any questions please feel free to contact me at 815-777-2248, or email me at childcaaredirector@galenaarc.org