

Memo To: Preschool Parents

Date: March 16, 2023

Re: Preschool 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, sign page 16 and return it to the ARC).
7. _____A certified copy of Birth Certificate (or other reliable proof of identity and age of child). We must have all documentation before we can allow you child to attend the first day of Preschool. If you have any questions please feel free to contact me at 815-777-2248, or email me at childcaredirector@galenaarc.org

Thanks, Brenda