

Memo

To: Infant, Toddler & Twos Parents

Re: Infant, Toddler & Twos 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 childcaredirector@galenaarc.org