

CHECKLIST OF COMPLETE ENROLLMENT REQUIREMENTS:

- _____ My child will be 3 years of age (3-year-old class) or 4 years of age (4-year-old class) on or before September 1st and is completely toilet-trained.
- _____ I have *thoroughly* completed the **MT. OLIVE LUTHERAN PRESCHOOL/DAYCARE ENROLLMENT FORM**. I have noted my class preference (1st choice/2nd choice.) I have also noted if/when my child will need to utilize daycare services. I have included the \$35.00 non-refundable registration fee with this form and understand that until this fee is received, my child is not considered enrolled in any class.
- _____ I have *thoroughly* completed the **CHILD CARE ENROLLMENT** (CFS-62) form, filling in *all* names, dates, addresses, and phone numbers needed in case of an emergency. I have signed and dated the bottom of this form. I understand this is due *on my child's first day of attendance*.
- _____ I have *thoroughly* completed the **HEALTH HISTORY AND EMERGENCY CARE PLAN** (CFS-2345) form, informing the Mt. Olive staff of any and all health issues relating to my child. I have signed and dated the bottom of this form. I understand this is due *on my child's first day of attendance*.
- _____ I have completed the **DAY CARE IMMUNIZATION RECORD** (DPH 4192) form. I understand that I can simply fill out the Step 1 section, sign and date the Step 5 section, and attach a printout of my child's immunization record to this form. I understand this is due *within (30) days of my child's first day of attendance*.
- _____ I have completed the **CHILD HEALTH REPORT – CHILD CARE CENTERS** (CFS-60) form. I understand that a portion of this form is to be completed and signed/dated by my child's physician and that the *examination date can be no more than (1) year prior to my child's first day of attendance*. I also understand this is due *within (90) days of my child's first day of attendance*.
- _____ I have completed the **TUITION PAYMENT AGREEMENT**, informing the Mt. Olive Business Manager as to how I choose to pay my child's tuition. I understand that, if I am a parent, but not the individual responsible for tuition payments, *both* signatures are required on this form. I also understand I may contact the Business Manager at any time to change my payment option.