



Child Care Enrollment Checklist

To help make your child's enrollment process as smooth as possible, please complete the items below and bring the required documents and supplies before your child's first day at **Sara's Home Childcare**.

☐ 1. Required Enrollment Forms

Please submit the completed and signed enrollment forms, including:

- A current **physical examination form**, signed and dated by your child's physician, confirming your child has had a physical exam within the past year.
 - A copy of your child's **current immunization records**, signed by their physician.
 - For children **9 months of age or older**, documentation from your child's physician confirming they have been **screened for lead poisoning**.
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☐ 2. Parent Handbook

Please review the **Sara's Childcare Parent Handbook** and keep it for your records.

- Complete and sign the **Parent Handbook Acknowledgment and Agreement** form, then return the signed acknowledgment to the provider.

☐ 3. Department of Early Education and Care (EEC) Handbook

Please review the **Department of Early Education and Care (EEC) Family Child Care Parent Handbook**.

- Complete **Attachment A – Parent/Educator Agreement** with the provider before your child's enrollment is finalized.

☐ 4. Items to Bring from Home

All Children

Please provide:

- A complete change of clothing, including underwear and socks, labeled with your child's name (infants may need two changes of clothes).
- Two sippy cups, clearly labeled with your child's name.

Infants

Please also bring:

- Formula, baby food, infant cereal, or other age-appropriate foods, if needed.
- Baby bottles, nipples, and bottle covers labeled with your child's name.
- A pacifier and pacifier clip (if your child uses one), labeled with their initials or name.
- An adequate supply of diapers and wipes. (*Diapers and wipes are also required for toddlers who are not yet toilet trained.*)

Ongoing Supplies

The clothing and supplies you provide will remain at the daycare for your child's daily use. Bedding, including sheets, blankets, and pillows, is washed weekly.

You will be notified through your child's daily report whenever supplies such as diapers, wipes, extra clothing, or other essentials need to be replenished. Because children grow quickly, please remember to update your child's spare clothing as needed to ensure it continues to fit comfortably.

We appreciate your cooperation and look forward to welcoming your family to **Sara's Childcare!**