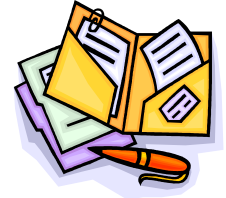




Play Centers, Inc. / Play and Learn
"Your First Choice for Quality Child Care and Education"
in Anne Arundel County, Baltimore City,
and Baltimore County



SCHOOL-AGE ENROLLMENT CHECKLIST

(Please be sure that the following items are obtained/completed
and/or discussed with each new enrollment.)

This checklist is to be filed in the child's Play Centers' file.)

Play Centers at: _____ (Please PRINT center location.)

Child's Start Date: ____/____/____

Child's Enrollment: BEFORE SCHOOL, M T W R F DI AFTER SCHOOL, M T W R F DI

FULL Name of Child: _____ (Please print.)

OCC File (Use the checklist on the label for the front of the folder as well.):

- Label with paperwork checklist affixed to the front of the file folder
- Child's FULL name noted on file folder tab
- MSDE-OCC Health Inventory or Compliance Form
- Lead Test
- DHMH Immunization Certificate (if applicable)
- Emergency Form (**Place original in the Center's Emergency Binder.**)
- "A Parent's Guide to Regulated Child Care"
- "All About My Child" Form
- Medical Alert Form and any Special Medical Forms (ex. Allergy, Asthma), if applicable (**Be sure to add the child's full name/pix to the Center's Special Attention List. Make a copy of the Medical Alert Form for the Center's Binder.**)
- Topical Products Form and any Medication Administration Forms (**Kept with Medicine/Topical Product**)

Play Centers' File (Use the checklist on the label for the front of the folder as well.):

- Label with paperwork checklist affixed to the front of the file folder
- Child's FULL name noted on file folder tab

Stapled to RIGHT SIDE of file folder:

- Enrollment Agreement Contract
- Enrollment Checklist

LEFT SIDE of file folder:

- Parent Handbook Agreement
- Play Centers' Emergency Closing Policy
- Play Centers' Media and Internet Release Form
- HW Club/Electronics/SA Expectations Agreements
- Activity Permission Slip

Other:

- Email Request Form (Give to Office Manager)
- If ACTIVE military family, Verification of Military Status Form (Give to AR)

REMINDERS:

- ON THE APPROPRIATE ATTENDANCE SHEET,
- WRITE THE CHILD'S FULL NAME, ENROLLMENT, & START DATE.
- DRAW A LINE THROUGH THE ATTENDANCE SQUARES UP TO THE CHILD'S START DATE.
- ON ALL APPROPRIATE SIGN-IN SHEETS, WRITE THE CHILD'S FULL NAME.