



# ENROLLMENT CHECK LIST

1. **Application**
2. **Contract**
3. **Operational Policies** – Please sign after reading entirely. Keep as reference and become familiar with the material
4. **Children’s Medical Report** – Section B to be completed and signed by licensed physician.
5. **Immunization History**
6. **Discipline and Behavior Management Policy**
7. **Travel and Activity Authorization** – Selecting *Blanket Permission for All Given Activities* will avoid frequent completion if this form. Please note that parents will always be informed before their child is transported anywhere.
8. **Infant Feeding Schedule** – For children under 15 months old.
9. **Alternative Sleep Position Waiver**
  - a. Physician Recommendation (*up to 6 months of age*)
10. **Infant/Toddler Safe Sleep Policy**
11. **NC Child Care Law and Rules** – Sign and date
12. **Photo & Video Release Form**
13. **Food Program Enrollment**
  - a. **Building for The Future**
  - b. **Enrollment Forms (CACFP)**
  - c. **Non-Dairy Milk Substitution**
  - d. **Medical Statement for Meal Modifications**
  - e. **Infant Milk & Food Provisions**
14. **Shaken Baby Syndrome Policy** (*sign & date*)
15. **Smoke Free Policy**