



ENROLLMENT INSTRUCTIONS

To help alleviate some of the confusion associated with our enrollment materials, below is a list of basic information regarding enrollment. Please don't hesitate to contact your Center Director if you have any further questions. Thanks!

1. Child's Application for Day Care:
 - Please complete this form in its entirety (including insurance and Social Security numbers).
 - In the section asking for "information concerning your child which will be helpful in his experience in group settings," if you have nothing to write, please write N/A.
 - You **MUST** list the name and phone number of your child's doctor.
 - A dentist is option for children under 3. If over 3, a dentist if required.
 - You **MUST** choose a specific hospital preference. You cannot simply state "closest."
 - You **MUST** supply the name and phone number of at least one emergency contact other than parents.
 - Please also fill out the Child information Card completely.
2. Children's Medical Report:
 - Parents should fill out the top part and Part A.
 - A physician **MUST** complete Part B.
 - Please include a copy of your child's most recent immunization report.
3. Parent Medical/Travel Authorization:
 - This gives us permission to secure treatment for your child in an emergency situation when you cannot be reached. This form **MUST** be signed for your child to attend here.
 - The bottom part is mostly for school-aged children to ride the van to and from school.
4. Travel and Activity Authorization:
 - **EVERY CHILD MUST** have a signed Travel and Activity Authorization on file to attend the center, even infants.
 - We will not take infants, toddlers or twos on field trips. However, we do take them on buggy rides and this counts as a field trip and requires your permission.
 - Please check the box that indicates "Blanket permission for all given activities."
 - No child will ever "PLAY" outside the fenced area. However, we do push buggies outside the fence and older children may take nature walks, etc. Children will **ALWAYS** be supervised, but we must have your permission for them to be outside the fenced area.
 - Please sign and date the top and bottom of the form.
 - Make the authorization valid from the date you sign it "until further notice."
5. Discipline and Behavior Management Policy:
 - Read, sign and date this form to illustrate your understanding.
6. Getting to Know You:
 - Please fill out all parts of this form. This is given to your child's teacher to help make your child's transition into our facility a smooth one.
7. Parent Enrollment Agreement:
 - Please read, sign and date this contract.
 - Your signature on this contract serves as verification of your agreement with all Building Blocks policies and procedures.