



In order to complete the enrollment process for _____, the following documentation will be needed.

Please gather necessary items and have them available for Orientation:

Returned In Registration Packet:

- Registration Form
- Primary Contact/Emergency Contact Form
- Child/Family Form
- Child Profile Form
- Medical Information and Release Form
- Field Trip/ Photography/Topical Authorization Forms
- PED Response Form

Needed by Orientation Meeting:

- Child Health Information Form (Signed by child's Pediatrician)
- Up-To-Date Immunization Records
- Copy of Last Dental Exam
- If applicable, Doctors Note Clarifying Allergies or Alternative Meal Plan
- Guardian Photo ID
- SNAP Case Number/ Income Eligibility Application
- (For Sliding Scale Only) Copy of most current W-2 and last two check stubs
- Child's Birth Certificate
- If applicable, IEP's
- If applicable, Nutrition Substitution Form for _____.
- Screen Time/Popcorn Permission Form
- Behavioral Management Policies and Procedures Form
- Parent Orientation Form
- Tuition and Enrollment Agreement

**** Families utilizing State Child Care Assistance Contracts through ECECD must have an approved contract on file before the child's first day of enrollment ****

<https://www.nmececd.org/child-care-assistance/>