

## Children's File CHECKLIST

- Contract
- ACH Tuition Express Form
- Emergency Information LIC Form 700
- Physician's Report LIC Form 701 and immunization records
- Preadmission Health History LIC Form 702
- Consent for Medical Treatment LIC Form 627
- Parent's Rights LIC Form 995
- Personal Rights LIC Form 613A
- LIC 9221(if needed)
- Infant/Toddler Needs and Service Plan \*This needs to updated every 3 months
- Individual infant sleeping plan(age 1 year old and younger)
- Parent Handbook Receipt
- CEC Permission Slip
- Parent Participation Commitment
- Immunization for volunteer:(Tdap, MMR, TB test, and Flu shot or waiver).