

Enrollment Form Checklist

All new and returning children must submit the following forms by August 1st, 2022:

- Enrollment Information Form
- Emergency Information Form
- Payment Options Form
- Immunization Form*
- Copy of COVID-19 immunization card, including booster dose if applicable*, to be exempt from quarantine
- Lunch Beverage Permission Form* *for those eating lunch at Hartley*
- Health Care Summary*

**Returning children only need to submit the forms marked with an asterisk (*) if there are updates to those forms, but must submit new copies of all other forms listed above.*

Submit if applicable by August 1st, 2022: Please download these forms from the preschool [website](#):

- Individualized Child Care Plan for all allergies, medical conditions, IEPs, 504s, or other special needs
- Medication Administration Form for any prescription medications that will be given while at school
- Over-the-counter Medication Administration Form for any self-care product (lotion, chap stick, ointment, sunscreen, bug spray, hand sanitizer, etc) that you would like your child to use while at preschool.

FULL DAY

Bring the following every preschool session:

- Seasonally appropriate outdoor clothing and footwear
- Healthy morning AND afternoon snacks each with at least TWO food groups
- Hearty, healthy lunch

**Please do not send a water bottle with your child.
We provide beverages for snacks and lunch.*

Can be left at preschool:

- Small blanket and pillow for rest time inside a reusable shopping bag or similar sized bag
- Small comfort item for rest time (optional)
- Indoor shoes
- TWO complete changes of seasonally appropriate inside clothes

HALF DAY

Bring the following every preschool session:

- Seasonally appropriate outdoor clothing and footwear
- Indoor shoes
- TWO complete changes of seasonally appropriate inside clothes
- Hearty, healthy snack with at least TWO food groups

**Please do not send a water bottle with your child.
We provide water for snack.*

