

Enrollment Form Checklist

All new and returning children must submit the following forms by August 7th:

- Enrollment Information Form
- All About My Child and Family Questionnaire
- Emergency Information Form
- Immunization Form*
- Lunch Beverage Permission Form* *for those eating lunch at Hartley*
- Health Care Summary*

All 2023-24 tuition payments will be made via our online payment system Doubleknot.

Sign into your account to select a one time or monthly payment plan. September tuition is due by the first day of preschool.

**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 the following forms if applicable . Please download these forms from the preschool [website](#):

- Individualized Child Care Plan for any mild or severe allergies
- Individualized Child Care Plan for any medical conditions, OT care, PT care, IEPs, 504s, or any other special developmental or educational needs along with copies of all supporting documents such as an IEP
- 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
- Hearty, healthy snack with at least TWO food groups

Can be left at preschool:

- Indoor shoes
- TWO complete changes of seasonally appropriate inside clothes

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

