

2024-25 Enrollment Form Checklist

All new and returning children must submit the following forms by August 5th:

- Enrollment Information Form
- All About My Child and Family Questionnaire
- Emergency Information Form
- Individualized Child Care Plan for **any** mild or severe allergies, *if applicable**
- 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, *if applicable**
- Medication Administration Form for any prescription medications that will be given while at school or any over the counter products (lotion, sunscreen, chap stick, etc) that you would like your child to use while at Preschool, *if applicable**

All 2024-25 tuition payments will be made via our online payment system Doubleknot. Payment links will be sent in June. When you get the link, you can sign into your account to select a one time or monthly payment plan.

**Forms can be downloaded from the preschool [website](#).*

All new children must submit the following forms by August 5th (**returning children submit only if there are updates):

- Immunization Form**
- Lunch Beverage Permission Form** *for those eating lunch at Hartley including those new to full day and FF*
- Health Care Summary**

FULL DAY

Bring the following every day:

- 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
 - Lovie or 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.*

