

# KEZIAH'S EARLY LEARNING ACADEMY

## Enrollment Requirements Checklist

|                     |                        |
|---------------------|------------------------|
| Child's Name: _____ | Parent/Guardian: _____ |
| Start Date: _____   | Date Submitted: _____  |

**Welcome!** At Keziah's Early Learning Academy, your child's safety, well-being, and education are our highest priorities. Please submit all required forms, documents, and payments before your child's first day.

| Done                     | No. | Required Item                                  |
|--------------------------|-----|------------------------------------------------|
| <input type="checkbox"/> | 1   | Completed Enrollment Application               |
| <input type="checkbox"/> | 2   | Signed Childcare Contract                      |
| <input type="checkbox"/> | 3   | Signed Parent Handbook Acknowledgment Form     |
| <input type="checkbox"/> | 4   | Emergency Information Form                     |
| <input type="checkbox"/> | 5   | Health Inventory Form                          |
| <input type="checkbox"/> | 6   | Current Immunization Record                    |
| <input type="checkbox"/> | 7   | "All About My Child" Form                      |
| <input type="checkbox"/> | 8   | Medication Administration Form (if applicable) |
| <input type="checkbox"/> | 9   | Nonrefundable Two-Week Deposit                 |
| <input type="checkbox"/> | 10  | <b>\$65.00 Registration Fee</b>                |
| <input type="checkbox"/> | 11  | First Week's Tuition Payment                   |
| <input type="checkbox"/> | 12  | Curriculum Fee (if applicable)                 |
| <input type="checkbox"/> | 13  | Activity Fee (if applicable)                   |

**Important:** Enrollment is not complete until all required documents and payments have been received.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director/Provider Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for choosing Keziah's Early Learning Academy!