



# RiverStone Daycare Services LLC

87 River St., Warrensburg, NY

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Rev10052009

## Enrollment Preparation Package and Checklist

### Your meeting to complete enrollment of your child/ren

Parent Name: \_\_\_\_\_

\_\_\_\_\_ We are scheduled to meet at RiverStone Daycare on \_\_\_\_\_ at \_\_\_\_\_ to complete the enrollment process for your child/ren. (date) (time)

- OR -

\_\_\_\_\_ We are not currently scheduled to meet to complete the enrollment of your child/ren. Please contact RiverStone at 518-623-2400, or by email at info@riverstonedaycare.com, to schedule our enrollment meeting when you are ready.

If possible, please make other arrangements for your child/ren during this meeting time. We will have many items to go over that will require your full attention. Thank you.

### Preparation Checklist for Enrollment

Thank you for registering your child/ren at RiverStone. There is important information required in order to complete the enrollment of your child. Thoroughness in completing the required information requests will help us keep your child/ren safe and provide the best possible environment for their care and development.

The following completed documentation will be required. You should complete these forms in advance. These forms accompany this checklist. If you have questions about the content of the forms, or if we can be of any assistance please contact our office.

- ❖ Parents' Handbook Acknowledgement form (last page in Handbook)
- ❖ NYS Blue Card
- ❖ Immunization Record
- ❖ NYS Medical Exam Form
- ❖ Food Program Eligibility Form
- ❖ Emergency Medical Form
- ❖ "Getting to Know Me" Resume
- ❖ Topical Ointment Permission
- ❖ Picture consent
- ❖ Auto-pay Accept/Decline form

In addition, certain additional forms may be applicable. You should obtain and complete these forms in advance if applicable to you. If you have questions please ask one of our staff for help.

- ❖ Infant feeding form
- ❖ Transportation Permission
- ❖ DSS Contract Agreement

You must also bring the following with you to enroll your child/ren:

- ❖ A valid government-issued photo ID
- ❖ DSS authorization (if applicable)
- ❖ Your Parents' Handbook
- ❖ Payment in cash or check for
  - first full week of daycare service (parent responsibility portion)
  - one week deposit required (to be credited against last week of child care)

During your enrollment visit to our daycare facility, we will also schedule brief meeting time(s) with your Lead Teacher(s) at which time we would like to discuss your child/ren's "Getting to Know Me" Resume and first day drop off approach.

Please review the Preliminary Contract & Rate Agreement and the Parents' Handbook thoroughly for additional preparation and items which must be in place for your child/ren's first day at RiverStone.

Again, thank you for choosing RiverStone Daycare.