



CHILDCARE CHECK LIST

Children need to have an opportunity to visit the school prior to being dropped off on the first day. These visits need to be scheduled and are best done in the morning. You should bring your child into the classroom and help them get settled and then step out of the classroom to allow your child some time on their own. You want to try and make this visit as realistic as possible. Visits are to be kept to ½ to one hour at the maximum.

All payments are made securely through automatic withdrawal through Tuition Express from a checking account, savings or credit/debit cards. WE DO NOT ACCEPT CHECKS, MONEY ORDERS, CASH, ETC. AT THIS FACILITY.

ENROLLMENT FORMS: Forms are available on our website www.brightmorningstardaycarellc.com

- Registration
- Routine Care Questionnaire (Infant/Toddlers only)
- Child Enrollment Forms
- Emergency authorization – **Please note that two emergency contacts are required by State Licensing and are to be current within one year.**
- Tuition along with Contract – **A non-refundable registration fee and a security deposit of two week’s tuition is due at the time of enrollment. Refund will be issued if all family fees are current.**
- Physical Form - **DPH State Licensing requires physicals are to be current within one year.**
- Privacy Agreement form
- Parent Talent survey and marketing questionnaire forms

All forms must be filled out and turned in prior to your child’s first day of school.

- Children will need an *additional pair of shoes* that can be left on premises to use during class time. **(All shoes or booties must have rubber soles and Velcro or slip on for safety reasons.) (if applicable)**
- Bottles, Pacifiers, Formula – **Please label each item. (You can use masking tape & permanent marker)**
- Change of Clothing: Infants please include onesie t-shirts (3), toddlers (2) and potty training children (4). **(Please be sure all clothing is clearly labeled)**
- Hats, Gloves, scarves (a must for colder weather, because we go outside daily)
- Sunscreen (as need in the summer)
- Diaper creams can be administered with written consent **(must fill out form-please see staff)**
- Please provide 2 snack and 1 lunch in a lunch bag with an ice pack daily **(if applicable)**

***Due to small cubby space, we ask that you only bring a small 12X9” bag to bring daily to the facility. ***