

TODDLER CLASSROOM CHECK-OFF LIST OF ITEMS NEEDED AT THE CENTER

DIAPERS

- Stacked upright with child's name or initials
- 1 box diaper wipes

SHOE BOX SIZE RUBBERMAID CONTAINER

- Labeled (put in cubbies)
- Labeled extra clothes (several complete sets)
- Labeled diaper ointment with first & last name (if used)

NAP

- Labeled small crib-sized blanket inside labeled pillowcase (put in cubby)
- Labeled small stuffed animal

PAPERS

- Health Care Summary (completed by physician) (You have 30 days after enrollment to turn it in)
- Immunization records (completed by physician)
- Toddler information sheet filled out
- Family Information sheet filled out
- Permission Slip signed
- Tuition Contract signed
- Toddler checklist gone over
- Child Information Card filled out
- Parent/Staff Directory sheet filled out

DAILY/WEEKLY

- Sign-in on parent table in sign-in book when dropping off
- Check parent file (mailbox)
- Deposit tuition check in tuition box (sitting on parent table)
- Help your child remove outdoor clothing
- Take child to their classroom

BEFORE STARTING

- Sign and return all paper work
- Pay \$45 enrollment fee and non-refundable one week tuition.
- Read Parent Handbook and sign off on it.
- Become familiar with the Toddler schedule
- Read all other related paper in starter pack
- Relax and get ready for your child to be in a loving, caring and Godly environment.