

## **Mansfield 1st EPC Preschool Registration Checklist**

*Thank you for choosing Mansfield 1st EPC Preschool for your family. The following checklist will help you through the registration process. If you have any questions, please do not hesitate to contact the Preschool office.*

### **ALL NEW FAMILIES MUST SCHEDULE A FAMILY TOUR DURING REGULAR HOURS.**

Paperwork needed to attend the Preschool:

\_\_\_\_\_ **Registration Form:** To be completed by parent/guardian and returned with the \$50.00 registration fee (non-refundable). Completion of the Preschool Registration Form and the remittance of the \$50.00 registration fee will secure your spot for the 2019-2020 school year. Please turn in ASAP. If registering more than one child, the registration fee is only one payment of \$50.00 for the family.

\_\_\_\_\_ **Child Enrollment and Health Information Form:** To be completed in full by parent/guardian. Every space must have an answer so please read carefully.

\_\_\_\_\_ **Medical Form:** To be completed and signed by a physician. The form needs to have date of physical, physician's signature, and attached immunization records. Physical is good for one year from the date put on the medical form. The form needs to be updated annually. This form must be completed and on file prior to starting in the fall. \*Your child cannot attend Preschool without this on file in the office.\*

\_\_\_\_\_ **Photo Release Form/Policies and Procedures Form:** To be completed by parent or guardian and returned.

\_\_\_\_\_ **Faith Statement:** To be signed by parent or guardian and returned.

\_\_\_\_\_ **Pick-Up Authorization Form:** To be completed by parent/guardian and returned. The people listed on this form will be able to pick up your child so please include yourself, spouse, guardian and any other persons who will be picking up your child from this program. If a person is not listed on this form, your child will not be released. You may update as needed in the office.

\_\_\_\_\_ **Child Information Form:** To be completed by parent or guardian and returned. This form will be given to the teachers. Please make sure to put down all information needed for the teachers to get to know your child.

\_\_\_\_\_ **Supply Fees:** This fee is due for each child by September 30, 2019.

TuTh- \$40.00

MWF- \$50.00

5-Day 1 & 2- \$60.00