

ST. THERESE EARLY EDUCATION CENTER

2012-2013 REGISTRATION PACKET CHECKLIST

Attached please find the forms needed to complete your registration or re-enrollment at St. Therese Early Education Center.

In order for your child to be placed on a class list, all forms and fees are to be turned in at the time of registration. The Child Medical Examination Report and Medication Consent Form can be turned in at a later time. Please turn these forms in prior to the start of the school year.

The following is required **for each child** registering for our program:

- 2012-2013 Purple Registration Form
- \$125 non-refundable Registration Fee. Check made payable to St. Therese.
- \$15 Parent Teacher Organization Fee. Check made payable to St. Therese EEC PTO.
- State-issued Birth Certificate (new children only)
- Medical Emergency Form
- Child Medical Examination Report (to be completed by your child's physician – required for new children prior to the start of the school year, this form must be updated every year)
- Copy of Immunization record obtained from your child's physician – unless the center has a current copy
- Billing/Payment Parent Commitment Form
- Medication Consent Form – required for any medication to be administered (if applicable)
- Background Check Form – required for all volunteers. Submit with \$10 check made payable to St. Therese (if applicable, required one time only)
- Special Health Needs Form (if applicable)
- Individualized Education Plan (if applicable)
- Court Guardianship papers (if applicable)

We look forward to having your child with us during the 2012-2013 school year!