

# Grandma's House Day Care Center, Inc.

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*Thank you for enrolling your child at Grandma's House Day Care Center, Inc.*

1. The following packet of paperwork should be completed and ***returned before your child begins day care.***

- Enrollment (White)
  - Complete all requested information
  - Emergency contact name and phone number are mandatory and must be local
  - **Sign and date the enrollment form**
- Insurance Information (White) – back side of the enrollment form
  - **Complete and sign** - *Tells us if your child does or does not have health insurance*
- Health History and Emergency Care Plan (Lavender) – *will be updated every 6 months*
  - Complete all information
  - **Sign back of form**
- Intake Form (Ivory) – Help us get to know your child and family. Share specific information regarding family dynamics, traditions and/or cultures.
  - Complete all information
  - **Sign and date form**

2. The following paperwork should be completed and returned as indicated.

- Day Care Immunization Record (Green)
  - Information should be completed and returned within 30 days of starting the program
  - Include signature at bottom of form
- Child Health Report (Blue)
  - Is completed by your child's physician
  - Must be returned within 90 days of starting the program
  - Is not required for children that go away to school

Grandma's House Parent Handbook will answer most questions about our program, what to bring, fee policies, vacation policies and the programs available. We encourage you to stop by our program and visit before your child begins at our center, to help ensure a smooth transition into our program. You are welcome to bring your child's personal items and put items away before their first day.

For your convenience, there is a Parent Board as you enter the center with menus, policies and center information. Parents are always welcome to visit our program, participate on a field trip or join us for lunch.

*If you have any questions, please contact the center director. We look forward to welcoming your family to Grandma's House.*