



PRESCHOOL ADMISSIONS CHECKLIST

Dear Parents,

Welcome to Cradles Learning Centre! To ensure a smooth admissions process for your child, please use this checklist as a guide for the necessary steps and documentation.

- 1. Application Form:** Complete and submit the application form on the Cradles Learning Centre Website.
- 2. Birth Certificate:** Provide a copy of your child's birth certificate for age verification.
- 3. Immunization Records:** Submit up-to-date immunization records as per state and school requirements.
- 4. Medical Forms:** Fill out any required medical forms, including allergy information and emergency medical authorization.
- 5. Parental Identification:** Provide a copy of a parent or guardian's identification (e.g., driver's license or passport).
- 6. Proof of Residence:** Submit proof of your current residence (e.g., utility bill or rental agreement).
- 7. Visit the School:** Schedule a visit to Cradles Learning Centre to familiarize yourself and your child with the environment.
- 8. Parent-Teacher Meeting:** Attend all meetings with school's administration to discuss your child's needs and any questions you may have.
- 9. Emergency Contact Information:** Provide a list of emergency contacts, including names, relationship to the child, and contact details.
- 10. Payment Information:** Understand the fee structure and payment schedule, and submit any necessary deposits or fees.
- 11. Read Policies and Procedures:** Review the school's policies and procedures, including drop-off and pick-up times, sick policies, and other important guidelines.
- 12. Sign Consent Forms:** Sign any required consent forms, including those for field trips and photo permissions.

We look forward to welcoming you and your child to our Cradles Learning Centre family!