

2804 Granby Street

Norfolk, Virginia 23504

757-625-5437(KIDS)

NEW STUDENT CHECKLIST

|  |  |
| --- | --- |
| Child’s Full Name: | |
| Address: | |
| Telephone Number: | DOB: |
| Primary Parent Name: | Contact Number: |
| Address: | |
| Start Date: | Termination Date: |
| EMAIL: | |

* Birth Certificate
* Immunization Record
* Parent Handbook & Agreement
* VA Physical Form
* COMPLETE Registration Form
  + 2 Complete Emergency Contacts
  + People Allowed/Not Allowed to Pick Up Child
  + Complete Dr’s Information
  + Special Needs Listed

Review ALL

* Parent Handbook/Overview of Policies
* Child Absence Policy Explained
* Physician Authorization for Medication, if Necessary
* Late Payment Policy Explained
* What to Bring on Child’s First Day Discussed