**The Children’s Center of Lake Forest**

28457 North Ballard Drive Unit A2, Lake Forest, Illinois 60045 PH:847-367-0099

Welcome to The Children’s Center of Lake Forest. The following materials are needed for enrollment in our facility. Please read and return all materials before your child’s first day. If you have any questions, please feel free to contact us via phone, 847-367-0099 or email DayCareLF@aol.com. We look forward to providing the best quality care that your child deserves!

1. **Enrollment Agreement**- Complete, sign and return (copies for your files can be made upon request)
2. **Illness Guidelines**- Keep the first page for your files and return the signed second page
3. **Parent Handbook**- Keep the hand book and return the signed last page
4. **DCFS receipt** (Summary of Licensing Standards)- Keep the book and return the signed last page
5. **Emergency Card**- Complete and return (please notify us if/when there are any changes)
6. **Authorization and Consent**- Complete, sign and return

**\*3 emergency contacts with their full address and phone numbers are required!**

1. **Medical and Shot Records**- Child’s doctor is to complete and sign, healthy history is to be filled out and signed by parent. TB shot is required by DCFS and The Health Department.
2. **Enrollment Addendum**- complete, sign and return
3. **Child Safety Identification**- Complete and return
4. **Photo Identification**- Complete with a recent photo (photo to be updated by parent/guardian)
5. **Classroom Information**- complete and return
6. **Childhood History-Infant and Toddler**-Keep the first two pages, sign and return the last page
7. **Proof of Identity**- Copy of certified birth certificate or a copy of passport
8. **Receipt of Discipline and Guidelines** Policy- Read, sign and return
9. **Video/photo consent form** – sign and return

**To the best of my knowledge, all of the above are complete and accurate.**

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Parent/Guardian Signature Date

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Director Signature Date