

# Rising Stars Academy

## Forms in Child(ren) File Checklist

Child Name \_\_\_\_\_

Today's Date \_\_\_\_\_

### LICENSING FORMS

- Certificate of enrollment
- RSA Parent / Provider Contract
- RSA Registration Packet
- LIC 613A Personal Rights
- LIC 627 Consent for Emergency Medical Treatment
- LIC 700 Identification and Emergency Information (Quarterly update \_\_Aug \_\_Dec \_\_Mar \_\_Jun)
- LIC 701 Physician's Report –including TB skin testing if indicated by the child's physician
- LIC 702 Child's Preadmission Health History – Parent's Report
- LIC 995 Notification of Parents Rights
- PM 286 (**BLUE CARD**) California School Immunization Record (not required for school-age)
- Copy of all above forms placed in facility licensing binder. Completed by: \_\_\_\_\_ on \_\_/\_\_/\_\_

### RISING STARS INNER OFFICE

- Parent Enrollment survey     Parent Provider Contract     Required Items Checklist to Parent
- CACFP Input (Food Program)
- Current week menu given to parent    x \_\_\_\_\_ Parent Signature
- Closure Calendar given to parent    x \_\_\_\_\_ Parent Signature
- Parent Acknowledgement of handbook & programs
- Print Sign in/out sheet & assign/label slot
- Add child to facility Roster     KangarooTime     \_\_\_\_\_     \_\_\_\_\_
- New Student form to teacher    x \_\_\_\_\_ Teacher
- Add to birthday chart
- Driver's License copy of each parent
- Take child photo / Assign cubby
- Parent / Teacher introduction    x \_\_\_\_\_ Parent    x \_\_\_\_\_ Teacher
- Director AND Owner business card issuance     Parent appreciation
- Parent Survey:     January \_\_, 20\_\_     April \_\_, 20\_\_     July \_\_, 20\_\_     October \_\_, 20\_\_

\_\_\_\_\_ Director    \_\_\_\_\_ Date    \_\_\_\_\_ Owner    \_\_\_\_\_ Date

File checked by: (Name & date) \_\_\_\_\_