

Toddler

Rochester Childfirst Network
ENROLLMENT PACKET CHECKLIST



941 South Avenue
Phone: (585) 473-2858
Fax: (585) 461-3771
Hours of Operation: 6:30am to 5:30pm

250 East Main Street, Suite 100
Phone: (585) 397-7660
Fax: (585) 461-3771
Hours of Operation: 7:00am to 5:30pm

Dear Parent or Guardian:

Welcome to Rochester Childfirst Network! To ensure that your child's enrollment is as efficient and as quick as possible, it is necessary that the following documentation be returned to RCN.

If you have any questions or need assistance with the completion of any of the forms, please contact our Main Office.

We look forward to a fun and educational experience for your child.

Required Forms & Documentation:

- Enrollment Contract
- Student Contact and Allergy Information
- Sleeping/Napping
- Current Physical and Medical Summary from your Child's Physician. **It is New York state regulation that all children in day care must have a current annual physical on file. Once a child's physical expires, the child may not attend day care until a current medical is provided.**
 - This documentation must include:
 - Date of exam
 - Current Immunization record
 - Allergies & medical conditions
 - A well-child statement that must including the following wording: "free of contagions and/or communicable disease" and "is cleared for and may participate in day care."
- Release of Information
- Early Childhood Information
- Attendance Policy
- Automatic Payment Form *(if applicable)*
- Notice of Decision *(if applicable)*