



# Enrollment Check List

We are excited that your child is registered to attend Woodhaven Preschool! There are just a few housekeeping items to complete your enrollment. Here is the list of all the forms you will need to return to the school on or before August 15th. If you prefer, you can download fill-and-print forms from our website [www.woodhavenpreschool.org](http://www.woodhavenpreschool.org). Look under the “Current Families” tab. You can email your forms to Miss Michelle at [michelle@woodhavenpreschool.org](mailto:michelle@woodhavenpreschool.org) (pdfs or photos of forms are both acceptable) or drop them off in the office and she will send you a confirmation when your file is complete. Any missing/incomplete forms must be received before your child can attend the first day of school. In order to comply with State and Local registrations, we cannot make exceptions.

- Physician’s Form complete and signed by parents (Part A) and physician (Part B). *Please make sure relevant boxes are checked in TB screen and “I have/have not reviewed” sections of the form.*
- All required immunizations complete on Physician’s Form or attached (number of doses required: 3 Polio, 4 DPT/DT, 1 MMR, 1 HIB, 3 HEP B, 1 Varicella)
- Pre-Admission Health History
- Identification and Emergency Information
- Consent for Emergency Medical Treatment
- Personal Rights
- Parents’ Rights
- Emergency Contact Card
- 4x6 Picture of Your Child (to help them identify their cubby) – we can print jpg for you

Additional items we will ask you to bring with you on the first day of school include:

- Earthquake Kit (refer to Earthquake Kit Instructions sheet)
- Change of clothes (underwear, socks, pants, shirt, and shoes) in labeled ziplock

Please feel free to contact Miss Michelle at [michelle@woodhavenpreschool.org](mailto:michelle@woodhavenpreschool.org) or at 408-294-6072 with any questions. We look forward to getting to know your family this fall!