



Family Christian Academy Preschool

“Building Foundations for Faith and Learning”

STUDENT SIGN UP CHECK LIST

Student's Name: _____ DOB: _____ Date: _____

**Parents need to complete, sign,
and return a copy of:**

- _____ Student Enrollment
- _____ Master Enrollment
- _____ Bottle Authorization
- _____ Topical Products Auth.
- _____ Buggy Authorization
- _____ Restricted Pick Up List
- _____ Sign In/Out Procedure
- _____ Play Activity Release
- _____ Photo/Video Release
- _____ Agreements & Procedures
- _____ Policies
- _____ Parent Agreement
- _____ Emergency Medical Form
- _____ Behavioral Policy
- _____ Student Info Card

**Parents need to submit a copy of the
following to the Preschool office:**

- _____ Immunization Card
- _____ Birth Certificate
- _____ Copy of Driver's License

For Office Use Only:

Access Codes:

- _____ Code 1 given
- _____ Code 2 given

Classroom Checklist:

- _____ Copy of Restricted Pick up
- _____ Bottle Authorization
- _____ Topical Products Auth.
- _____ Emergency Medical Form
- _____ Buggy Authorization
- _____ Allergy Note (If needed)

“Red” Evacuation Book Checklist:

- _____ Restricted Pick up
- _____ Emergency Medical Form
- _____ Information Card

Withdrawal Checklist:

- _____ Codes Deactivated
- _____ Pull Classroom Info/Shred
- _____ Pull “Red Book” Info/Shred
- _____ Pull Info Card/Place in file
- _____ File Student's File Away