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
_____ 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