

**ENROLLMENT CHECKLIST – Early Head Start Center Based  
(New Enrollee)**

**CHILD’S NAME:** \_\_\_\_\_ **PROGRAM:** \_\_\_\_\_

**Reach Dane Staff Name:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

<b>(RIGHT SIDE)</b>	<b>COMMENTS:</b>	<b>Follow Up/Date</b>
<input type="checkbox"/> Child Care Contract		
<input type="checkbox"/> County Confidential Information Release		
<input type="checkbox"/> EHS Full Day Enrollment Agreement (194.5)		
<input type="checkbox"/> Subsidy and Late Fee Policies (194.5a)		
<input type="checkbox"/> Child Release Authorization ( <i>Emergency Card</i> )		
<input type="checkbox"/> Health & Developmental History		
<input type="checkbox"/> Health Condition Alert Form		
<input type="checkbox"/> Health Risk Educ. Sheet (give to all families) (161A)		
<input type="checkbox"/> Health Risk Questionnaire (122)		
<input type="checkbox"/> Authorization for Release of Medical Information (2 of these)		
<input type="checkbox"/> Authorization for Release of Medical Information- Lead		
<input type="checkbox"/> Authorization for Release of Medical Information- New Born Hearing		
<input type="checkbox"/> Fluoride Health History/Permission (330)		
<input type="checkbox"/> Nutrition Assessment		
<input type="checkbox"/> Family Profile (211)		
<b>(LEFT SIDE)</b>		
<input type="checkbox"/> Babies Sleep Safest on Their Backs ( <i>must be given to parent</i> )		
<input type="checkbox"/> CACFP Enrollment Form		
<input type="checkbox"/> DPI Statement Letter ( <i>must be given to parent, required by state</i> )		
<input type="checkbox"/> Wisconsin WIC Program		
<input type="checkbox"/> Childcare Checklist ( <i>Must be given to parent. Available in English and Spanish</i> )		
<input type="checkbox"/> Celebration Food Parent Letter		
<input type="checkbox"/> Transportation Car Seat Handouts		
<input type="checkbox"/> Measles Information Letter		
<input type="checkbox"/> HR Letter		
<input type="checkbox"/> Consultation and Coaching Letter ( <i>give to all families</i> )		
<input type="checkbox"/> Child Intake Form		
<input type="checkbox"/> Parent Handbook Orientation		
<b>Reminders:</b>		
Get Correct ASQ 3 and ASQ SE for Child’s Age		
Immunization Form is needed for waivers only		
Get permission for sunscreen and insect repellent if needed		