

**ENROLLMENT CHECKLIST – Early Head Start Center Based
(ETR)**

CHILD’S NAME: _____ **PROGRAM:** _____

Reach Dane Staff Name: _____ **Today’s Date:** _____

(LEFT SIDE)	COMMENTS:	Follow Up Date
<input type="checkbox"/> Child Care Contract		
<input type="checkbox"/> County Confidential Information Release		
<input type="checkbox"/> EHS Full Day Enrollment Agreement		
<input type="checkbox"/> EHS Subsidy and Late Fee Policies (194.5a)		
<input type="checkbox"/> Child Release Authorization (<i>Emergency Card</i>)		
<input type="checkbox"/> Health Condition Alert Form		
<input type="checkbox"/> Health Risk Educ. Sheet (give to all families)		
<input type="checkbox"/> Health Risk Questionnaire		
<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"/> Fluoride Health History/Permission (330)		
<input type="checkbox"/> Family Profile		
(RIGHT SIDE)		
<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"/> Measles Information Letter		
<input type="checkbox"/> Celebration Food Parent Letter		
<input type="checkbox"/> Parent Handbook Orientation		
<input type="checkbox"/> HR Letter		
<input type="checkbox"/> ASQ SE		
Reminders:		
Immunization Form is needed for waivers only		
Get permission for sunscreen and insect repellent if needed		

Staff completing enrollments should turn in this form with the enrollment paperwork