

CHECKLIST FOR REQUIRED PAPERWORK –

All paperwork (except Health Appraisal Form & Clearance Form) MUST be submitted to reserve your spot.

- 1- Registration Form and \$100 non-refundable application fee
- 2- Health Appraisal Form - Complete Personal Information and Section I before taking it to the doctor. **Due by July 1st, 2019.**
- 3- Health Information Release Form
- 4- Disclaimer Form and Michigan State Police Release – This form must be completed by all individuals who may be working in the classroom. It does not need to be completed by someone who is only picking up the child after school.
- 5- Protective Services Clearance Form ('Request for Central Registry Release') – This must be completed by all individuals who may be working in the classroom. You must include a copy of your driver's license, state ID or passport when submitting the form to the DHS. You will get a notification letter by mail. Please make a copy and submit to us by **July 1st, 2019.**

Mail to:
Oakland County-Department of Human Services
51111 Woodward Avenue
Pontiac, Michigan 48342

- 6- Child Information Record Card and copy of child's insurance card
- 7- Advertising Release Form
- 8- Parent Notification of Licensing Notebook
- 9- Food Allergy Form

Child's Name _____

Telephone Number _____

Email Address _____