



## CHECKLIST FOR REQUIRED PAPERWORK

**All paperwork (except Health Appraisal Form & Clearance Form) MUST be submitted to reserve your spot. Please submit paperwork by August 1, 2021.**

- 1- Registration Form and \$100 non-refundable application fee
- 2- Child Information Record
- 3- Photocopy of the front AND back of insurance card
- 4- Advertising Release Form
- 5- Food Allergy Form
- 6- Health Appraisal Form - Complete Personal Information and Section I before taking it to the doctor – due by September 30, 2021
- 7- Disclaimer Form and Michigan State Police Release – *This must be completed even if you are not working in the classroom.*
- 8- Protective Services Clearance Form ('Request for Central Registry 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. You must include a copy of your driver's license, state ID, or passport when submitting the form to the DHS. You may receive a notification letter by mail; please make a copy and submit to us. Optionally, the notification letter may come directly to the school. **Please mail by August 1, 2021***

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

Child's Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_