

# Forms & Documents Checklist

## CASTLE HILL HOLIDAY CLUB

*Helping you stay organised as we start this journey together*

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

Start Date: \_\_\_\_\_

Dear Parent/Guardian,

Please use this checklist to ensure all necessary forms are completed and submitted prior to your child's first day of care. If you have any questions, feel free to reach out — I'm happy to help!

| Form Name  | Submitted                | Notes |
|--|--------------------------|-------|
| <input type="checkbox"/> Enrollment Application Form                     | <input type="checkbox"/> |       |
| <input type="checkbox"/> Child Information Sheet                         | <input type="checkbox"/> |       |
| <input type="checkbox"/> Emergency Contact Form                          | <input type="checkbox"/> |       |
| <input type="checkbox"/> Medical Consent Form                            | <input type="checkbox"/> |       |
| <input type="checkbox"/> Childcare Service Agreement                     | <input type="checkbox"/> |       |
| <input type="checkbox"/> Parent Handbook Acknowledgment                  | <input type="checkbox"/> |       |
| <input type="checkbox"/> Permission Slips (field trip, photo, sunscreen) | <input type="checkbox"/> |       |
| <input type="checkbox"/> Allergy & Medication Info (if applicable)       | <input type="checkbox"/> |       |
| <input type="checkbox"/> Birthday Celebration Permission Form            | <input type="checkbox"/> |       |
| <input type="checkbox"/> Pet Policy Acknowledgment                       | <input type="checkbox"/> |       |
| <input type="checkbox"/> Behavior Policy Acknowledgment                  | <input type="checkbox"/> |       |
| <input type="checkbox"/> Backup Care Policy Acknowledgment               | <input type="checkbox"/> |       |

Please return all completed forms to (CastleHillClub@outlook.com) 7 days before expected start date for appropriate review.

Thank you for helping us start strong — we can't wait to welcome your little one!