

# Registration Guidelines

**NO ENROLLEMENTS WILL BE ACCEPTED UNLESS ALL PAPERWORK IS COMPLETED AND RETURNED.** Please read the Parent Handbook on our website ([www.rkzpreschool.com](http://www.rkzpreschool.com)) thoroughly as some policies and programs have changed. Part-Day classes are filled on a first-come, first-filled basis; Full-Day classes are filled subject to availability.

## **PAPERWORK TO BE COMPLETED AND RETURNED**

(Re-Enrollments must resubmit all paperwork and Immunization Records)

- Full Day/Part Day Enrollment Form
- Child Profile Sheet
- Emergency Information & Immunization Record Form
- Parental Agreement Form
- Copy of Immunization Record
- Individual Photo of Child (no larger than 4x6)
- Registration Fee (CHECKS, CASH or CREDIT/DEBIT CARD)

## **EMERGENCY INFORMATION AND IMMUNIZATION FORM**

- Please complete **ALL** lines of the form (front and back), including Mother AND Father signatures (if applicable). If something is not applicable, write "NA".
- Must provide doctor/hospital name, address and telephone number.
- Must provide **THREE** emergency contacts in addition to mother/father. Contacts must have name, address and telephone numbers. **\*Please note that the emergency contacts must be different than the parent/guardian\***