



## **Child's Personal File**

### *Forms and Documents Required*

All forms, policies and agreements must be signed.

- A document from the doctor for any food or environmental allergies your child may have.
- Copy of Birth Certificate or birth verification.
- Copy of Social Security Card
- Copy of up to date Immunization Record
- If your child is going to receive state vouchers a letter or phone call from case worker is required before child starts attending.

As a licensed quality approved center, we appreciate your help in complying with the state's minimum standards by completing new forms as requested.

Your child's file should be up-dated every time those changes occur in the following areas: Immunization records, emergency numbers, work numbers, home addresses, phone numbers or persons allowed to pick up your child. These names and numbers are vital to us for safety purposes.