



Church of the Lakes Child Care Center

NEW FAMILY REGISTRATION PACKET

Welcome, we appreciate and feel privileged that your family has chosen Church Of The Lakes Child Care Center for your child's care. Registration can be confusing, so we have put together a packet to help you through the process. Please complete all the forms attached and return them as soon as you can to secure your child's spot for the coming year. I cannot stress enough that registration is a busy time and class space fills quickly so do not delay. Please ask any questions that you have, we are here to help.

All children registering are subject to a \$50.00 registration fee for one child or \$100.00 registration fee for a family registration (2 or more children) which must accompany all completed forms contained within this packet at the time of you registering your child.

The following paperwork must be completed for this registration. Your registration cannot be completed or your spot secured until all forms are completed and returned to the center.

Please return the following to reserve your spot(s): Open registration begins February 1, 2024.

- **Enrollment/Tuition Agreement**
- **Child Medical Statement for Child Care JFS01305***
- **Child Enrollment and Health Information for Child Care JFS 01234 (4 Pgs.)**
- **Student Pick-Up Authorization Form**
- **Your Family's Information**
- **Custody Orders (We can refuse access to a parent without legal documentation)**
- **Media Release**
- **Registration fee (Cash or Check written to COTL)**

***The JFS 01305 form must be completed by your child's examining physician. The form must be signed and dated by them along with a copy of your child's immunization record attached to it.** If your child has been diagnosed with asthma, a food or environmental allergy, food sensitivity or a medical condition that would require our staff to monitor them for symptoms/reactions and to take action if they display symptoms/reactions? If so, you will need to complete a separate **Child Medical/Physical Care Plan JFS01236 form** for each diagnosis. If your child requires a modified diet that eliminates fluids (milk of any kind) or an entire food group (ie. Nuts, etc) it is also required. Please see the Child Care office and we will be happy to supply you with the correct form.

Thank you for choosing our family to care for your children, we are looking forward to a great year.

Sincerely,

Lisa Wright, Director