

SUBJECT: CHILDREN’S ENROLLMENT FORMS

POLICY: Providers will have parents put in writing, any changes to the hours and meals claimed. These changes will be attached to the original enrollment form(s) for each family.

PURPOSE: To ensure that enrollment records are accurate and up-to-date.

PROCEDURE:

Parents will put in writing any changes to the schedule that their children are in care- including those meals that children will be in attendance for.

ENROLLMENT FORM CHANGE

DAY CARE HOME PROVIDER’S NAME _____
CHILDREN’S NAMES _____

MEALS Child(ren) normally receive in care:

Breakfast AM Snack Lunch PM Snack Supper LN Snack

Expected Days of Care	Drop-off time	Pick-up time	Check if attends on Non-School Days
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Parent/Guardian Name _____ **Date** _____