

Required Forms & Documents Checklist

To ensure forms are filled out completely, please double check your forms for all necessary information and signatures prior to submitting- thank you!

Completed forms & required documents are due at Parent Orientation

- Child Information Record**
 - On the top portion, there can be NO spaces left blank- if the information does not apply, please use "none" , "same" or, "unknown" (cannot say "n/a")
- Health Appraisal**
 - Parent portion with parent signature
 - Examiner initials on front page
 - 2 examiner signatures
- Current Immunization Record or Waiver**
 - 1 examiner signature
- Food Allergy and Anaphylaxis Emergency Care Plan**
 - Only if it applies to your child
- Parent Commitment Contract**
- Written Information Packet Documentation**
- Caregiver Certification**
- Health & Safety Training Sign-off**
 - This must be completed by the same individual who is going through the background check & fingerprinting process
- Health & Safety Volunteer Quiz**
- MI Child Care Background Check Consent & Disclosure**
 - The individual planning to do the most classroom assisting should complete this form
 - 4 signatures total
 - If you have lived out of state within the past 5 years, please be sure to list the dates you lived at each address (mm/yyyy)
 - ALL information is required
 - If you are a returning family and have current fingerprints on file, only the abuse/neglect statement is required (email the board secretary to check if you are unsure, at tccpsecretary@gmail.com)
- Image Release**
- Pictures**- For school use only & will not be shared publicly. Can be turned in at any event (pre-conference, orientation, ice cream social)
 - 1 family photo
 - 2 current child photos
 - 1 baby photo

School Year: _____

Child Name: _____

Parent(s)/Guardian(s): _____

Unsupervised Volunteer: _____

Supervised Volunteer(s): _____

Exit Date: _____

Shred Date: _____

- Child Information Record**
 - No blank spaces or "n/a"
 - Filed in class accordion file
- Health Appraisal**
 - Parent portion, examiner initials, 2 examiner signatures
 - Given to health & safety officer
 - Returned & filed
- Current Immunization Record or Waiver**
 - 1 signature
 - Given to health & safety officer
 - Returned & filed
- Food Allergy and Anaphylaxis Emergency Care Plan (if applicable)**
 - Child photo attached
 - Stored in kitchen
 - Note allergies on master roster
- MI Child Care Background Check Consent & Disclosure**
 - Entered on LARA
 - Signature dates entered on Staffing Plan
 - Info sent to individual for scheduling
- Parent Commitment Contract**
 - Given to President for signature
 - Returned & filed
- Written Information Packet Documentation**
- Caregiver Certification**
- Health & Safety Training Sign-off**
 - Completion date entered on Staffing Plan
- Health & Safety Volunteer Quiz**
- Image Release**
 - Note image preference on master roster