



INFORMATION NEEDED FOR ENROLLMENT

Before completing your child's enrollment, please have the following information available:

- List of previous Child Day Care Programs your child has attended (required by VA Licensing Regulations) and any that he or she will attend simultaneously with Bright Start
- Parents' contact information
- Both parents' work addresses and telephone numbers
- List of your child's allergies or intolerances to food
- Any special needs or accommodations your child may need
- The name and phone number of your child's pediatrician
- Two LOCAL emergency contacts: TWO PEOPLE TO CONTACT IF PARENT(S) CANNOT BE REACHED WITHIN 1 HOUR. Please be sure to provide a complete address including zip code and telephone number for all contacts listed.
- A list of persons authorized to pick up your child
- A list of any persons who are not authorized to pick up your child
- How you prefer to pay tuition

Prior to your child's enrollment, we will need the following:

- Health Form and updated immunizations (required within 30 days of enrollment) If physical exam is done prior to attendance, it must be dated:
 - Within two months for children 6 months or younger;
 - Within three months for children 7 months to 18 months;
 - Within six months for children 19 months to 24 months; or
 - Within twelve months for children over 2 years old.
- Diaper Cream Authorization (if applicable)
- Permission to Move Buildings
- A copy of your child's birth certificate, passport, or proof of birth letter
- A signed Parent/Center agreement
- Questionnaire: "Getting to Know Your Child"

If Child has food allergies, we require the following:

- Allergy Action Plan
- Epi-Pen and/or Benadryl Authorization
- Permission to Post Allergies



WHAT TO BRING ON THE FIRST DAY OF SCHOOL

- A sleeve of diapers
- Bottles for the day (no glass please), must be pre-mixed and other than warming, ready to serve
- Pacifier if your child uses one
- A lovey if your child uses one (e.g., a stuffed animal)
- A nap mat, or crib sheet and a blanket (if you choose not to purchase a nap mat from Bright Start)
- Extra clothing (we recommend at least 3 full sets of clothes for children 2 and younger and 1 full set for preschoolers to be kept in the cubby)
- Diaper cream
- Sunscreen (if your child is over 6 months and you do not want him or her to use Bright Start's sunscreen)
- Emergency formula (unopened) to be kept in cubby in case of emergency
- Any originals of enrollment paperwork that you have not yet turned in