

Kingdom Care Childcare Enrichment Programs  
Before and After Care/Summer Adventures and Learning Programs  
3005 Belair Drive Bowie, MD 20715

Checklist and Enrollment Information for childcare at Kingdom Care

Hello!

I am pleased to begin the journey with your family in providing quality childcare for your child!

**STATEMENT OF LICENSING COMPLIANCE.**

**Before the first day of care, all documents are due. Based upon Office of Childcare Compliances, forms are due when children arrive. I welcome you to begin childcare once all documents are presented and completed.**

**Standard Transition into care meeting; in the first week of care.**

Upon completion of the first week of care, I will schedule a transition update with parents via phone. The purpose of the call will be to share observations made in regard to social, emotional and cognitive behavior. It is also the opportunity for parents to share any information possibly overlooked at the initial enrollment meeting. I of course, welcome requests for a specified day and time within the first week of care!

Please use this list to gather all forms and items for enrollment.

The following are due at enrollment.

1. \_\_\_\_ Medical or Academic Documentation for childcare and academic support
2. \_\_\_\_ Signed Agreement for Care (contract)
3. \_\_\_\_ Signed Emergency Card
4. \_\_\_\_ Signed All about me form
5. \_\_\_\_ Signed Permission Slip for outings
6. \_\_\_\_ Immunization Record from school
7. \_\_\_\_ Health Inventory Form from school

Please ensure I have a copy of any allergy documentation and please list this information on the emergency form.

Please take time to fill out the All About Me form, and list pertinent information needed to provide quality care for your child.

Please ensure I have a copy of an IEP/IFSP if the child has one.

Please ensure I have a copy of any custody related issues.

Please contact me by phone if there are any accommodations, I need to make to welcome your child to the program.

Thank you!

Respectfully, Mrs. Kelly Gates