

PARENT RESOURCE

Enrollment checklist

Use this sample checklist to keep common enrollment information organized. Your campus will confirm the academy's current requirements.

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| 01 | Family contact information
Parent or guardian names, phone numbers, email addresses, and home address. | [] |
| 02 | Emergency contacts
At least one trusted contact who can be reached if a parent or guardian is unavailable. | [] |
| 03 | Authorized pickup list
Names and contact information for each adult approved to pick up your child. | [] |
| 04 | Child information
Preferred name, date of birth, interests, routines, and information that helps teachers provide consistent care. | [] |
| 05 | Health and immunization records
Bring only the records currently requested by the academy and applicable licensing requirements. | [] |
| 06 | Enrollment agreements
Review and sign the academy's current tuition, attendance, and family policy documents. | [] |

Questions?

Midtown: 270-331-6743

Lone Oak: 270-217-6131