

# Checklist for Enrollment

## 1. Registration Form

\*Facility: please pick Pandora for the downtown location, Aldersmith for the View Royal location, and Phoenix for the Esquimalt location.

\*If you don't have a family doctor, please put a walk-in clinic/hospital you usually go or in your neighbourhood.

\*If your child has allergies, asthma, eczema...etc, please provide us with the details. If they have medication, please let us know, and we'll send you our medication form.

\*If you fill in the Immunization Record part, please make sure to put the date. If you have a physical/digital copy of your child's Immunization Record, you can just send it to us instead.

\*We need your signature.

## 2. Client Agreement

\*Please go through our parent handbook and fill "\_\_\_\_" with your initial in each section.

\*We need your signature.

## 3. brightwheel Participation Agreement

\*We will put your child's information in the brightwheel app and brightwheel will send you an invite so you can sign up!

\*We need your signature.

## 4. Automatic Withdrawal Form

\*We only accept AW. We won't accept etransfer other than for the first month. If you need to make other arrangements, please contact us at [mapletreechild@gmail.com](mailto:mapletreechild@gmail.com).

## 5. Emergency Permission Card

\*We need your signature.

## 6. Photo of your child

\*Please send us a photo of your child. We need it for your child's file and emergency permission card.

\*Please make sure the photo of your child is BY HERSELF/HIMSELF with nobody else and CLEAR.

## 7. Food Share Permission

\*Please check the box.

\*We need your signature.

## 8. Earthquake Comfort Pack

\*Please see "Items in your child's cubby"

## 9. All About My Child

\*This helps us to get to know your child quicker and understand your child better! And that helps us support your child's development!

We need #1-9 on your child's first day. Please feel free to email us the information before your child's first day. We need #1-7 in your child's file, and #8-9 in your child's room. Some of them are for the licensing requirement.

**We CANNOT take your child until we have #1-9.**