Tender Spirits Childcare
Enrollment Checklist for Families

Parents need to complete, sign, and return all paperwork, deposits/tuition, and supplies to TSCC <u>before</u> any child can start care. Typically, this is done at a minimum of a week prior to the first day of childcare.

Parents Name: _____   Enrollment Date: _____

Child's Name: _____   First Day of Care: _____

Paperwork Required

- [ ] Contract
- [ ] Registration Forms
- [ ] Photocopy of the child's Care Card
- [ ] Photocopy of the child's Immunization Records (Health Passport)
- [ ] Record of Covid Vaccines or disclosure of non-vaccinated
- [ ] Emergency Consent Card
- [ ] Emergency Card Photo (can email to TSCC to print)
- [ ] Family Photo (for our family wall- can share on Story Park or email to TSCC)

Monies Required

- [ ] <u>Non-refundable</u> Deposit (50% of Tuition Fees before FRI reductions) *Held in Trust as per handbook*
- [ ] <u>Non-refundable</u> Holding Fee (50% of Tuition Fees before FRI reductions) *Lost if the contract is broken, as per handbook*
- [ ] First Months Tuition Fees if applicable

Supplies Required

- [ ] Emergency Kit (FAST has one you can purchase, then simply add comfort items to it)
- [ ] Mini Backpack for the Emergency Kit (all children 2yrs old and up will carry their own supplies – I recommend this one for toddlers from Amazon but you may choose anything that is small enough for <u>your child to carry</u> comfortably)
- [ ] Changes of clothes (at least 2-3 full sets)
- [ ] Diapers/Pullups, Wet Wipes, Diaper Cream
- [ ] Leak/Spill Proof Water Bottle or Sippy Cup (pack bottles daily in lunch bag if applicable)
- [ ] Lunch box (lunch and snacks must be packed at home daily with an icepack)
- [ ] Seasonal Items (sun hat, towel, sunscreen, mittens, toque, rain boots, muddy buddy etc.)

Storypark Account & App

After all the above has been completed, you will receive an invitation to Story Park via email. Storypark is a program that we use at TSCC to document and share your child's learning journey with you. Please follow the instruction in the email and complete the following (usually best done on your desktop computer):

- [ ] Accept Invitation sent by TSCC (parent adds additional parents, family, friends etc.)
- [ ] Add profile photos for you and your child.
- [ ] Complete the "All About Me" Plan in Storypark
- [ ] Install the App "Storypark for Families" on your cell phone.
- [ ] Set your push notifications (be sure you have stories and community posts set to "on")