

ODS Family Paperwork Checklist

(For **FULL DAY** Students 2026-2027)

Name of Child: _____

Class: _____ First Day of Class: _____

This checklist is for your own records so you can track when you submit each item, and to track when the next Medical Report is due.

The following items are due the FIRST DAY of school:

- Handbook/Policy Agreement Date: _____
Documentation of Receipt of:
 - Discipline Policy
 - Center Operational Policies
 - Summary of Child Care Law
 - Prevention of Shaken Baby Syndrome and Abusive Head Trauma
 - Smoking and Tobacco Restriction
 - Parent Participation Plan
- Emergency / Permissions Form Date: _____
- Full Day Expectations Agreement.....Date: _____

The following items are due within the first 30 days of school AND ongoing:

- Immunization Record(s)* or Exemption Date(s): _____
- Medical Report(s)* (completed by a medical professional).... Date(s): _____
Date(s) of Examination: _____

****Immunizations must be official printouts or signed by a medical professional***

****Medical Reports MUST be kept up-to-date throughout the school year in Full Day, and the date of examination must be within the last 12 months***

Upcoming Medical Reports:

(12 months from date of examination on the most recent submitted Medical Report)

- Next Medical Report is due: _____
- Next Medical Report is due: _____

Optional / If-Needed:

- Getting Acquainted Form (***highly recommended!***) Date: _____
- Tuition Express / ACH Date: _____
- Medical Action Plan Date: _____
- Nutrition Opt-out Form Date: _____
- Medication Authorization Date: _____
- Authorization for Transportation Date: _____