

# ODS Family Paperwork Checklist

(For **HALF 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: \_\_\_\_\_

**The following items are due the FIRST DAY of school for families in the TWOS CLASSES:**

- Classroom Assistant Agreement..... Date: \_\_\_\_\_

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

- 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***

***\*On Medical Reports the date of examination must be within the last 12 months***

**Upcoming Medical Reports:**

***(12 months from date of examination on the most recent 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: \_\_\_\_\_
- Medication Authorization ..... Date: \_\_\_\_\_
- Authorization for Transportation ..... Date: \_\_\_\_\_