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: _____
- ☐ Getting Acquainted Form ..... 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:

- ☐ Tuition Express / ACH ..... Date: _____
- ☐ Medical Action Plan ..... Date: _____
- ☐ Nutrition Opt-out Form ..... Date: _____
- ☐ Medication Authorization ..... Date: _____
- ☐ Authorization for Transportation ..... Date: _____