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

The following items are due the FIRST DAY of school for families in the 2/3s 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

Optional / If-Needed:

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