

INSTRUCTION
XYZ CACFP, INC.
CHILD ENROLLMENT FORM FOR PARTICIPATION

ONLY the Parent/Guardian of the enrolling child is allowed to complete this form. Center staff should not be documenting any information on this form. Request a new form if the center's staff has documented any information.

1	Document the Center's full name if not already documented. The name of the center should be present.
2	Read through the text prior to completing the enrollment section. By continuing to the enrollment section you are agreeing to the statement.
3	For any elements with an *, circle & document all that NORMALLY applies. Normally meaning what applies to the enrolling child when school is <u>in session</u> . If completing this form during summer time please circle and document all that NORMALLY applies when the child <u>is attending</u> school.
4	Document the enrolling child's full name; First Middle & Last name in this order.
5	Circle the enrolling child's Gender; Female or Male.
6	Document the enrolling child's Date of Birth in the following format 00/00/00
7	Circle & document the Time in Care that the enrolling child will NORMALLY be attending the center. If completing this form during summer time please document the hours that the child will be attending the center when school is <u>in session</u> . If your child will be attending the center at 2 separate times, please document both times. Example, an 8 year old child attending school is dropped off at the daycare at 6:30 am in the morning for breakfast and then the daycare leaves to drop the child off at school at 7:30 am. Later that day the child returns to the daycare at 3:45 pm and leaves at 6:00 pm. The 2 times that would be documented are 6:30 am - 7:30 am and 3:45 pm - 6:00 pm.
8	Circle the Days in Care that the enrolling child will NORMALLY be attending the center. If completing this form during summer time please document the Days in Care that the child will be attending the center when school is <u>in session</u> .
9	Circle the Meals Served that the enrolling child will NORMALLY be served at the center. If completing this form during summer time please document the Meals Served that the child will be receiving at the center when school is <u>in session</u> .
10	Document the Date Enrolled which is the first day that the enrolling child will be attending the center.
11	Date Withdrawn - Do not enter anything in this section. This section is to be completed when your child/ren will no longer be attending this center.
12	If more space is needed in the enrollment section, please use an additional Enrollment Form.
13	Document the Parent/Guardian's full name in print.
14	Document the best Parent/Guardian's Contact Number.
15	Document the Parent/Guardian's address (preferably physical).
16	Read through the PARENTAL NOTIFICATION statement prior to completing.
17	Read through the NONDISCRIMINATION statement prior to completing.
18	Document the Parent/Guardian's Signature.
19	Document the Date of Signature.
20	If the enrolling child is younger than 12 months proceed to complete the form "XYZ - Infant Feeding Preference" in order to complete your child's enrollment.