

Children's File Checklist - Parent Guidance

Welcome to the Enrollment Documents section. This tab includes all necessary documentation for enrollment at A Purposeful Place (APP), Prestigious Preschool and Childcare of the Arts (PPCA), and The Leading Legacy Academy (LLA). Please ensure each item listed below is submitted according to the stated timelines for your child's file to remain complete and compliant.

Due on the First Day of Enrollment

- Application for Enrollment
- Emergency Medical Care Authorization
- Emergency Medical Care Information and/or Medical Action Plan (if applicable)
- Receipt of Discipline Policy
- Receipt of Safe Sleep Policy (if applicable)
- Receipt of Center Operational Policies
- Receipt of Summary of Child Care Law
- Receipt of Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy
- Notification of Smoking and Tobacco Restriction
- Discussion Acknowledgement: Parent Participation Plan
- Infant Feeding Plan (for children under 15 months)
- Infant Sleep Position Waiver (if applicable)
- Authorization for Transportation (if applicable)
- Permission to Transport/Participate in Off-Premise Activities (if applicable)
- Permission for Aquatic Activities (if applicable)

Due Within 30 Days of Enrollment

- Medical Report (unless attending public/private school per G.S. 110-86(2)(e))
- Immunization Record (unless attending public/private school per G.S. 110-86(2)(e))

As Needed or As Occurs

- Incident Reports
- Medication Authorization Forms (if applicable)
- Record of Medication Administration (if applicable)
- Medication Error Reports (if applicable)
- Off-Premise Activity Authorizations
- Nutrition Opt-Out Form (if applicable)