

PRE4CLE

Ready, Set, Preschool!

Your roadmap to
finding and enrolling
in high-quality
preschool



Follow us! @PRE4CLE



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How to Use This Roadmap



Congratulations on starting the journey toward preschool!

Finding the right preschool for your child can feel overwhelming, but you don't have to figure it out alone.

This guide will help you:



What is PRE4CLE?

PRE4CLE connects parents and families with high-quality preschools right in their neighborhood. Our mark is an indicator of high-quality, so when you see the PRE4CLE logo, you'll know that you're entering a trusted Silver- or Gold-rated program.

Start your engine — let's get moving!



The Road to Preschool Starts Here.

1	Why Preschool Matters (~2 min. read) Discover why high-quality preschool sets children up for kindergarten and long-term success — and what to look for in a great program.	3
2	Understanding Preschool Options (~3 min. read) Use the at-a-glance chart to see which financial assistance options are accepted in each type of program.	5
3	Finding the Right Fit (~5 min. read) Learn what makes each setting unique so you can find the right fit for your family's schedule and needs.	7
4	Paying for Preschool (~5 min. read) Explore five financial assistance options to find the programs you may qualify for and how to apply.	11
5	Touring Programs (~3 min. read) Start by scheduling visits with a few programs and using the tour tracker and checklist to record details.	15
6	Completing Enrollment Documents (~2 min. read) Find a clear checklist of the documents you'll typically need, plus tips for gathering records like birth certificates and immunization forms.	17
7	Getting Ready for Preschool (~4 min. read) Explore a practical readiness checklist with free Cleveland activities to practice social, language, physical, and early math skills, so your child walks in on day one feeling confident and leaves feeling ready for kindergarten!	19
A	Resources to help you along the way Find the preschool tour checklist, step-by-step instructions for obtaining a birth certificate and Social Security card, a worksheet of common enrollment form questions, and more!	23

Why Should I Enroll My Child in a High-Quality Preschool?

The first five years of a child's life are a critical window for learning and development.

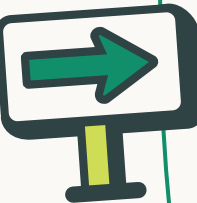
High-quality preschool helps children:

- Build social skills
- Develop early reading and math skills
- Learn routines and independence
- Prepare for kindergarten
- Build confidence and friendships

Research shows children who attend high-quality preschool are more prepared for school and long-term success.



MYTH: School starts in kindergarten.
FACT: Children learn important social, emotional, language, and problem-solving skills in preschool that help make the transition to kindergarten easier.



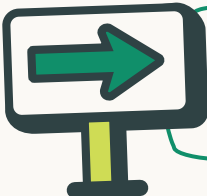
Preschool programs are rated through Ohio's **Step Up To Quality** system. Look for Silver- or Gold-rated programs, which meet rigorous standards that support early learning and development.



Learn more about Step Up To Quality



1 2 3 4



To learn more about **how to spot quality in action**, check out the preschool tour checklist on page 35.



What Does Quality Look Like?

High-quality preschools demonstrate these **Six Elements of Quality**:



Environments
that are fun, welcoming, safe, and caring.



Research-based curriculum
with lesson plans for each day's activities.



Educational activities
to prepare your child for kindergarten.



Staff and teachers
who are well-trained and professional.



Creative and imaginative play
to inspire a lifelong love of learning.



Feedback
about your child's learning and progress.

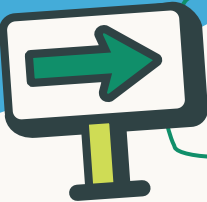
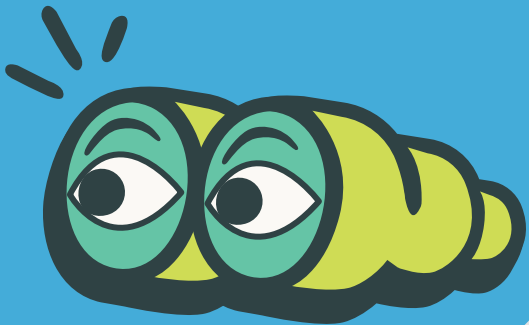


Understanding the Preschool System

High-quality preschool happens in various settings, and each setting accepts different sources of financial assistance. We know this can be confusing!



The chart below shows how the settings and financial assistance may overlap so that you can make a decision about what options you can afford that meet your family's care and education needs.



To learn more about:
• **Preschool Program Settings** → go to page 7
• **Financial Assistance** → go to page 13

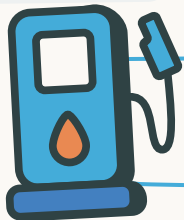
Feeling overwhelmed? You're not alone.
Many families are surprised to learn that:

- Different preschool settings accept different funding sources
- Families often qualify for more than one funding option
- The same funding may work at multiple preschool programs

Financial Assistance Options

Preschool Program Settings	Head Start	Ohio Preschool Program	Publicly Funded Child Care / Child Care Choice Voucher	Universal Pre-Kindergarten	Private Pay
CMSD and other school districts *	★	★	★	★	
Head Start PS Program	★	★		★	★
Child Care Center	★	★	★	★	★
Home-Based		★	★	★	★
Private Preschool		★	★	★	★

* CMSD Preschool is completely free for Cleveland residents. Other school districts may have some tuition costs.



Available funding options vary by program. Talk to your preschool to confirm which options are available and how to access them.



What Are My Preschool Options?

High-quality preschool education happens in different places around the city of Cleveland, and depending on the child and family, one setting might be a better “fit” for your child’s preschool education!



Our mark is an indicator of high-quality, so when you see the PRE4CLE logo, you’ll know that you’re entering a trusted Silver- or Gold-rated program. To see the PRE4CLE Preschools, **visit PRE4CLE’s Directory** →



PRE4CLE

**Cleveland
Metropolitan
School District**
(& other school
districts)



Setting:

Classroom-based, located within public school district buildings.



Group Size:

10–20 children per classroom, with one or two teachers



Ages Served:

3 or 4 years old on the first day of school / PLUS: School-age children



Hours:

Typically 8 am – 3 pm, Monday through Friday, following the school-year calendar; not in session over the summer



Funding Options:

Free for eligible Cleveland residents through CMSD. Additional options may include Head Start, PFCC/CCCV, OPP, and UPK

This might be a good fit for you if:

- Your schedule works with a traditional school-day and school-year calendar,
- You love the idea of your preschooler being in the same building as older siblings
- Your child has special needs.
- You need a free preschool option.
- You need a program that is flexible for all immigration statuses.



Students with special needs may be eligible for services from your school district, including free preschool. If you have concerns about your child’s development, **check out the resources on page 25 of this guide.**



What’s most important to your family?

Choose your top three:

- ☐ Program cost
- ☐ Full-day care
- ☐ Year-round care
- ☐ Small class size
- ☐ Special needs support
- ☐ Flexible hours
- ☐ Close to home or work
- ☐ Same schedule as other siblings
- ☐ Religious or educational philosophy



Head Start Preschool



Setting:

Community-based programs offered through select local organizations. In Cuyahoga County, these are Step Forward, The Centers, and Catholic Charities.



Group Size:

Typically 17–20 children per classroom



Ages Served:

3- to 5-year-olds; PLUS: infants and toddlers through Early Head Start



Hours:

Varies by site; both part-day and full-day options may be available. Contact your local Head Start program for specific schedules.



Funding Options:

Head Start is federally funded and free for eligible families. Eligibility is based on income and family size. Additional options may include OPP, UPK, and private pay.

This might be a good fit for you if:

- You're looking for a program that supports the whole family — not just your child.
- You're interested in being actively involved in your child's learning journey and would like access to wraparound services including health screenings, family support, and parent engagement opportunities

Child Care Centers



Setting:

Classrooms within a child care center, typically operated by nonprofit organizations, small business owners, or chains.



Group Size:

10–20 children per classroom



Ages Served:

3- to 5-year-olds PLUS: Infants, toddlers, and school-age children



Hours:

Typically 6 am – 6 pm, Monday through Friday; some programs offer extended, weekend, or overnight hours



Funding Options:

May include Head Start, PFCC/CCCV, OPP, UPK, and private pay

This might be a good fit for you if:

- You need a schedule that goes beyond a traditional school day
- Your family needs year-round care
- You're looking for a program with flexible hours that can adapt to your work schedule



MYTH: Daycare and preschool are completely different things.

FACT: When you visit preschools, you might hear it called child care, day care, Pre-K, preschool, nursery school, 3-year-old class, 4-year-old class, and more. If it's a high-quality program and it's serving 3- or 4-year-olds, it's preschool, no matter what you call it!

Home-Based Child Care (Family Child Care Homes)



Setting:

A licensed, certified private home equipped to support learning.



Group Size:

Up to 12 children (mixed ages)



Ages Served:

3- to 5-year-olds PLUS: Infants, toddlers, and school-age children



Hours:

Typically full-day, full-year hours; some providers offer flexible, overnight, weekend, or extended scheduling



Funding Options:

May include PFCC/CCCV, OPP, UPK, and private pay

This might be a good fit for you if:

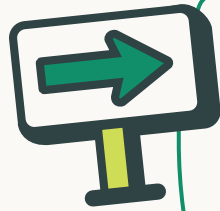
- Your child does best in a smaller, home-like environment
- You're looking for year-round flexibility.
- You need preschool services outside of a typical 6:00 a.m.–6:00 p.m. schedule.



Don't rule out a preschool because of cost.

Ask: "What funding options are available at your program?" Many providers can help you access funding you didn't know existed.





PRE4CLE partners with Starting Point to help families find the right preschool for their child. Starting Point's Family Resource Navigators are available to give you custom preschool referrals.

Visit Starting Point's Search Tool to learn about all preschool options near you.



Powered by
STARTING POINT

Private Preschool



Setting:

Schools or preschools that are not part of the school district



Group Size:

Varies by program; typically 10–20 children per classroom



Hours:

Varies by program; options range from part-day (a few hours in the morning or afternoon) to full-day schedules. Some programs follow a school-year calendar while others operate year-round.



Ages Served:

3- to 4-year-olds; Additional ages vary by program

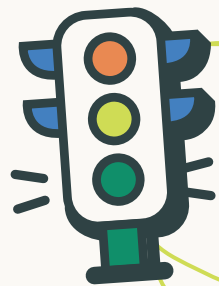


Funding Options:

May include OPP, UPK, PFCC, and private pay

This might be a good fit for you if:

- You're looking for a specific educational philosophy or approach — like Montessori, Reggio Emilia, or faith-based learning
- You want more flexibility in choosing a program that reflects your family's values & priorities



What's Next? Now that you know what programs are available, explore how you can pay for preschool.



How Do I Pay for Preschool?

We know that the cost of preschool is often the most important factor when choosing where to enroll your child. The good news is there is assistance available for families across different income levels.



PRE4CLE

PRE4CLE makes it easy to calculate what financial assistance you may be eligible for. Visit our **Preschool Discovery Tool** or check out the chart on the back cover.



Head Start

Head Start funding provides free preschool education in Head Start programs as well as through partnerships with community-based child care programs and school districts.

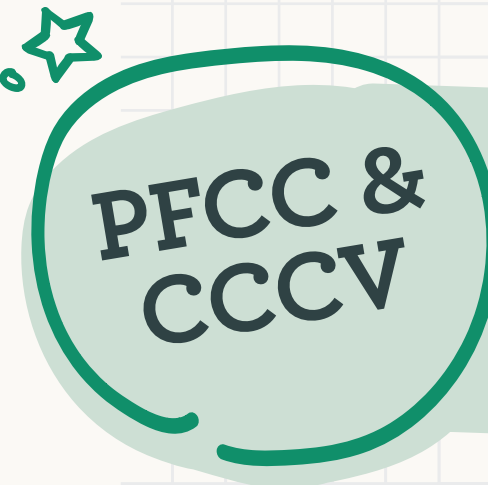
Ages Served:
3- to 5-year-olds, plus infants and toddlers through Early Head Start.

Financial Assistance:
This program is **free** for families that meet the eligibility requirements.

Proof of Citizenship Required?
Yes

How to Access Funding:
Talk to your preschool program. If they have access to these funds, they will work with you to complete the required forms to determine your eligibility.

Question: Can I combine funding programs?
Answer: Sometimes, yes. Several programs may work together to reduce what your family pays.



(Publicly Funded Child Care & Child Care Choice Vouchers)

Publicly Funded Child Care and Child Care Choice Vouchers help you pay a portion of your child care expenses each month. These programs give you the flexibility to choose a quality preschool program in a child care center, child care home, or school district based on your family's individual needs. Depending on your eligibility, you may be approved for up to one of these two options.

Ages Served:
3- to 5-year-olds, plus infants, toddlers, and school age children.

Financial Assistance:
You may be required to pay for part of your preschool in the form of a co-payment. The amount you pay is based on your gross income and family size.

How to Access Funding:
Apply for Ohio's public benefits through the Ohio Benefits Self-Service Portal or by using a paper application.



Can be Used With:

- OPP to support families that need care before or after preschool hours at a different location
- UPK to cover up to half of a family's co-payment

Proof of Citizenship Required?
Yes

Check out the guide to accessing Ohio's early care and education benefits through the Ohio Benefits Self-Service Portal, included with this booklet.

MYTH: We make too much money to qualify for help.
FACT: Many families are surprised to learn they qualify for assistance. Always ask your preschool program.



Ohio Preschool Program (OPP)

The Ohio Preschool Program helps families pay for high-quality preschool for 3- and 4-year-olds. This program gives you the flexibility to choose a quality preschool program in a child care center, Head Start program, child care home, or school district based on your family's individual needs.



Ages Served:
3- to 5-year-olds



**Proof of Citizenship
Required?**
Yes



Financial Assistance:

You may be required to pay for part of your preschool in the form of a co-payment. The amount you pay is based on your gross income, family size, and the program you choose.



Can be Used With:

- PFCC or CCCV to support families that need care before or after preschool hours at a different location
- UPK to cover up to half of a family's co-payment
- Head Start to support families over income thresholds



How to Access Funding:

Apply for Ohio's public benefits through the Ohio Benefits Self-Service Portal or using a paper application.

The Cleveland Metropolitan School District offers **FREE preschool for Cleveland residents!**



Learn
more

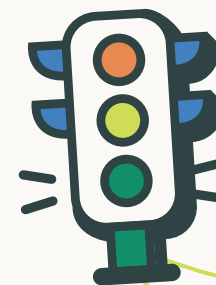


Private Pay

Many preschool providers accept private payment from families. Fees vary by preschool; contact individual programs for rate information. No proof of citizenship required.



Question: Do I have to choose a preschool before I know how I'll pay?
Answer: Not necessarily. However, if you do need financial assistance, it is best to know where you want to send your child when you are applying.



What's Next? Find a few preschools you'd like to learn more about and call to set up a tour!

Universal Pre-Kindergarten (UPK)

Universal Pre-Kindergarten (UPK) is Cuyahoga County's award-winning program that helps families pay for high-quality preschool for 3- and 4-year-olds. Funded by Cuyahoga County's Health and Human Services levy, UPK preschools include child care centers, child care homes, Head Start programs, school district preschools, and private preschools that meet a higher, gold standard of quality.



Ages Served:
3- to 5-year-olds



**Proof of Citizenship
Required?**
No



Financial Assistance:

Cuyahoga County provides a scholarship equal to half of the cost that a family is responsible for paying.



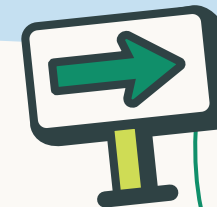
How to Access Funding:

Talk to your preschool program. If they have access to these funds, they will work with you to complete the required forms to determine your eligibility.



Can be Used With:

- Any other funding source to cover up to half of a family's co-payment



Check out the
full list of UPK
sites here!



Invest in Children
UPK



How Do I Choose a High-Quality Preschool?

Now that you know which providers meet your needs, visiting in person is the best way to find your fit. Reach out to a few programs and schedule a visit. Use these pages to keep track of the programs you tour, the questions you ask, and how each one feels for your family.



Question: How many preschools should I tour?
Answer: Most families benefit from visiting 2-3 programs before making a decision.

My Preschool Tour Schedule

Program Name

Program Address

Phone/Website

Date/Time of Tour

Program Hours/Schedule

Ages Served

Step Up to Quality Rating

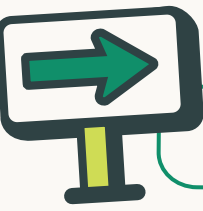
☐ Bronze ☐ Silver ☐ Gold

Funding Options Accepted

Notes or First Impressions

My Review

☐ ☐ ☐ ☐ ☐

 Check out the tour checklist on page 35!

Program Name

Program Address

Phone/Website

Date/Time of Tour

Program Hours/Schedule

Ages Served

Step Up to Quality Rating

☐ Bronze ☐ Silver ☐ Gold

Funding Options Accepted

Notes or First Impressions

My Review

☐ ☐ ☐ ☐ ☐

Program Name

Program Address

Phone/Website

Date/Time of Tour

Program Hours/Schedule

Ages Served

Step Up to Quality Rating

☐ Bronze ☐ Silver ☐ Gold

Funding Options Accepted

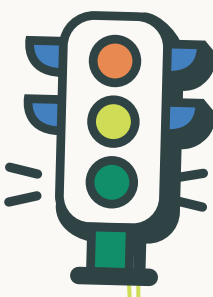
Notes or First Impressions

My Review

☐ ☐ ☐ ☐ ☐

Did you leave with answers to these questions?

- How much will it cost?
- What are the hours?
- What curriculum is used?
- How will they communicate with me?
- Can I picture my child being happy here?



What's Next?
After your visits, choose the preschool that meets your family's needs and reach out to start the enrollment process.

What Do I Need to Enroll My Child in a High-Quality Preschool?

After you have chosen a preschool for your family, get an enrollment packet. While each preschool provider may have different required forms, there are a few common documents:

- ☐ W-2 Income Tax Form
- ☐ Pay stub
- ☐ Your child's birth certificate (see page 31)
- ☐ Your child's social security card (see page 32)
- ☐ **Proof of residency:** Driver's license, bank statement, tax document, lease, etc.
- ☐ **Program-specific enrollment form** (see the list of common questions on page 33)
- ☐ **Relevant medical and dental records:**
 - ☐ Complete and up-to-date immunization records
 - ☐ A current physical with blood work (within one year)
 - ☐ Lead test results
 - ☐ Dental exam (within one year)



Check out the resources in the back of this guide for information on how to obtain a birth certificate (page 31), social security card (page 32), and a list of common enrollment form questions (page 33).



Don't Forget:

- **Make and keep a doctor's appointment** for a physical and to be sure your child is up to date on immunizations. Ask your doctor to test your child for lead.
- **Make and keep a dental appointment** for a dental check-up.



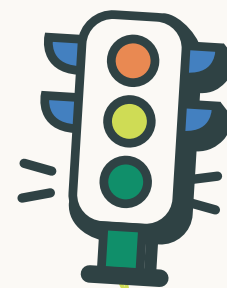
MYTH: I can't start the enrollment process until I have every document.

FACT: Many programs can help you begin the process while you work on gathering paperwork.

Start gathering documents early.

Birth certificates, physicals, lead tests, and immunization records can take time to obtain. Don't wait until enrollment deadlines approach.

For a full list of documents needed to enroll, ask your preschool provider!



What's Next? Turn in your enrollment documents and find out what day your child starts. Then continue to support your child at home!



How Do I Support My Child in Preschool?

School readiness isn't about your child knowing everything before they walk in the door — it's about the everyday skills they are beginning to build.

Now that you've enrolled, you can support your child's success in preschool by:

- Making sure your child attends preschool regularly and on time
- Staying engaged with your child's teachers and school
- Supporting your child's learning at home and in your community!

You're probably already preparing your child. Do you:

- Read together?
- Talk during meals?
- Visit the library?
- Play pretend?
- Sing Songs?

If so, you're already helping your child get ready for preschool.



Here's what to look for,

plus free ways to practice right here in Cleveland.



Social & Emotional Skills

Look for

Plays alone for short periods and with other children

Separates from you for a few hours with comfort — Practice short goodbyes with a trusted family member, neighbor, or at a library or rec center program.

Shows curiosity about school, learning, and making friends — Talk about school positively and read books about starting preschool.

Uses words to express feelings, needs, and wants — Narrate your day together and encourage your child to name what they're feeling during playtime or transitions.

Try it in Cleveland

Visit a neighborhood playground or drop in at a Cleveland Public Library story time, where kids naturally play alongside peers.

Try a program at a Neighborhood Resource and Recreation Center to help your child get comfortable with short separations.

Visit a school playground when it's open to the public.

Visit the West Side Market and talk about the sights, sounds, and smells.





Is your child:

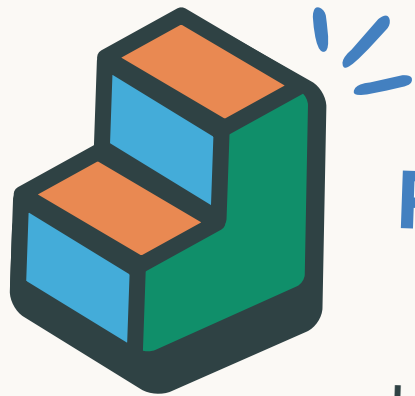
- Making friends?
- Following routines?
- Learning to express their feelings?
- Becoming more independent?

These skills are just as important as learning letters and numbers.



Question: Does my child need to be potty trained?

Answer: Not always. Requirements vary by program. Ask each preschool directly about their policy.



Routines & Independence

Look for

Try it in **Cleveland**

Listens to simple directions and remembers short steps
— Play simple direction games like Simon Says or check out Ideastream Learning for more at-home activities.



Follow two-step craft instructions at a Cleveland Public Library maker program.

Follows simple routines and transitions during the day — Build predictable morning and bedtime routines at home; practice “clean up, then snack” sequences.



Check out the free learning resources from PBS kids, available through Ideastream Public Media’s website.



Language & Literacy

Look for

Try it in **Cleveland**

Communicates clearly and enjoys talking, singing, and being read to



Attend free story time at any Cleveland Public Library branch — sessions are offered for toddlers and preschoolers throughout the week.

Holds a book, turns pages, and recognizes the first letter of their name



Explore the children’s section at your local library branch and let your child pick their own books to check out.

Scribbles, draws, or pretend-writes their name — Keep crayons, markers, and paper accessible at home



Visit the Cleveland Museum of Art’s free family studio on weekends for guided art activities.



Early Math & Thinking Skills

Look for

Try it in **Cleveland**

Enjoys pretend play, art, music, and exploring the world



Visit neighborhood art walks, attend a free concert in Cleveland’s parks, or explore exhibits at the Cleveland Museum of Natural History or Great Lakes Science Center on free community days.

Shows interest in numbers, shapes, and counting — Count steps, cars, or trees.



Count birds on a nature walk in the Cleveland Metroparks or ducks at the Nature Center at Shaker Lakes.

Matches or sorts objects by color, shape, or size — Sort laundry, groceries, or toys together at home; look for patterns on walks through your neighborhood.



Borrow toys from the Cuyahoga County Public Library toy lending service or visit the Cleveland Metroparks Zoo on a Monday and find the biggest and smallest animal.

Wondering if your child is on track?

Resources to get you started

Every child grows and learns at their own pace — but **if you have questions about your child's development, you don't have to figure it out alone.**

If something feels different or concerning, asking questions early can help connect your family with resources. There are free tools and local services available to help you understand how your child is growing, connect with support, and take the next step with confidence.

Preschool Special Education

If your child is between 3 and 5 years old and you have concerns about their development, **your school district offers free evaluations and services for children who may be eligible for special education.** For services in Cleveland, visit the Preschool Special Education page.

Sparkler

A free app for Ohio families that helps you track your child's development, access fun learning activities, and complete a developmental screening from your phone. Download the app and use code OH to register for free.

Bright Beginnings

A local organization offering **parenting and child development services** to families across Cleveland and Cuyahoga County, including home visiting, lead services, and family support programs.

OCALI Family Resource Hub

A statewide **online hub with tools, videos, and guides** organized by topic — including early childhood development, understanding behavior, and supporting communication.



Learn more about each resource



for taking the first steps toward enrolling your child in preschool. The time and care you're investing now can make a difference that lasts a lifetime!

When your child is enrolled, email your proof of enrollment to us at info@pre4cle.org and we'll send you a celebration package to mark this exciting milestone!

Still have questions? Feel free to reach out to us at info@pre4cle.org or 216.901.4214

Appendix



Find the preschool tour checklist, step-by-step instructions for obtaining a birth certificate and Social Security card, a worksheet of common enrollment form questions, and more!

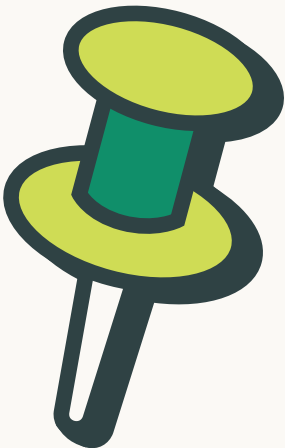


Obtaining Birth Certificates & Social Security Cards

How do I obtain a birth certificate?



Cleveland Birth Certificate Information



Information needed:

- ☐ Full name as listed on birth certificate
- ☐ Sex (male or female)
- ☐ Date of birth
- ☐ Mother's maiden name (her name prior to her first marriage)
- ☐ Father's full name (if available)
- ☐ Hospital of birth
- ☐ City of birth
- ☐ Record of legal name change (if applicable)

	Place of Birth	Where to Go	Payment	Time
Online	Ohio and other states	clevelandhealth.org/programs/health/vitals	\$25.00 paid via credit card (fee applies)	3-10 business days
Mail	Ohio only	Mail a letter stating the information listed above, along with payment to: Office of Vital Records 601 Lakeside Ave. Room 122 Cleveland Ohio 44114 Include a self-addressed, stamped envelope	Check or money order (\$25.00) payable to the City of Cleveland	2-4 weeks
Phone	Ohio and other states	Call VitalChek at (866) 691-1914 with the information listed above, plus: - Daytime telephone number - Number of copies you want to order - Address to where the birth certificate will be sent	\$25.00 paid via credit card (fee applies); you MUST have a credit card in your name available	3-10 business days
In-Person	Ohio only	Bring a photo ID to: 601 Lakeside Ave. Cleveland City Hall Hours: Monday-Friday, 9:00 am- 4:00 pm Be prepared with the information listed above	\$25.00 paid via cash, check, or a money order	Immediate

How do I obtain a Social Security Card?



Get started

U.S.-Born Citizen

Original		Replacement
Citizenship	Proof of U.S. citizenship through either a U.S. birth certificate or US passport	If you have not already established the child's U.S. citizenship, you will need to supply proof of U.S. citizenship. Accepted documents include a U.S. birth certificate or U.S. passport.
Age	If your child has or can obtain a U.S.- State Issued birth certificate that recorded his or her birth before age 5; you must submit it. If not, other documents will be considered.	N/A
Identity	- State-issued non-driver's identification card - Adoption decree - Doctor, clinic or hospital record - Religious record - School daycare center record - School identification card - U.S. Passport	- State-issued non-driver's identification card - Adoption decree - Doctor, clinic or hospital record - Religious record - School daycare center record - School identification card
Guardianship	- U.S. driver's license - State-issued non-driver identification card - U.S. Passport - I-551 Permanent Resident Card	- I-94 Arrival/Departure Record with unexpired foreign passport or admission stamp in the unexpired foreign passport - I-766 Employment Authorization Document, (EAD, work permit) from DHS

Foreign-Born U.S. Citizen

Original		Replacement
Citizenship	- Certification of Report Birth (DS-1350) - Consular Report of Birth Abroad (FS-240) - U.S. Passport - Certificate of Citizenship (N-560/N-561) - Certificate of Naturalization (N-550/N-570)	- Certification of Report of Birth (DS-1350) - Consular Report of Birth Abroad (FS-240, CRBA) - U.S. Passport - Certificate of Citizenship (N-560/N-561)
Age	Anyone age 12 or older must appear in person for an interview. You will be asked for evidence to ensure that a Social Security card has not already been issued to your child. Here are examples of documents that you may be asked for: If your child lived outside the United States for an extended period, a current or previous passport, school and/or employment records, and any other record that would show long-term residence outside the United States. If your child has lived in the United States, you will need information about the schools your child attended, and copies of tax records.	N/A
Identity	- State-issued non-driver's identification card - Adoption decree - Doctor, clinic or hospital record	- Religious record - School daycare center record - School identification card
Guardianship	- U.S. driver's license or State-issued non-driver identification card - U.S. passport - School identification card - Health insurance card (not a Medicare card) - U.S. military identification card	If you do not have one of these specific documents you may use: - Employee identification card. - School identification card. - Health insurance card (not a Medicare card) - U.S. military identification card

Common Enrollment Form Questions

Every preschool program has its own enrollment forms, but most ask for similar information. Use this list to gather your answers ahead of time — so when you sit down to complete any program's forms, you'll be ready.

You can fill this out right here in the guide, or download the Word document to save an electronic copy to your phone or computer for easy reference.



About Your Child

Child's Full Name _____ Date of Birth _____

Home Address _____

Home Phone Number _____ First Day at Program (if known) _____

Parent/Guardian Information (complete for each parent/guardian)

(1) Full Name _____ Relationship to Child _____

Home Address _____ Home Phone Number _____

Employer or School Name _____ Employer or School Phone Number _____

Employer or School Address _____

Best Way to Reach You While Your Child is in Care _____

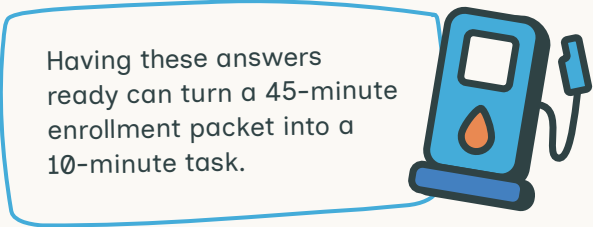
(2) Full Name _____ Relationship to Child _____

Home Address _____ Home Phone Number _____

Employer or School Name _____ Employer or School Phone Number _____

Employer or School Address _____

Best Way to Reach You While Your Child is in Care _____



Emergency Contacts* (at least one person who is not a parent or guardian)

(1) Full Name _____ Relationship to Child _____

City _____ State _____ Phone Number (s) _____

(2) Full Name _____ Relationship to Child _____

City _____ State _____ Phone Number (s) _____

*at least one emergency contact must be 18 or older and able to take responsibility for your child if you cannot be reached.

Medical Information

Your Child's Doctor/Clinic Name _____

Your Child's Doctor/Clinic Contact Info _____

Developmental Delays or Special Health/Medical Conditions? _____

Medications or Medical Foods Your Child Uses? _____

Dietary Restrictions? (religious, medical, cultural) _____

History of Hospitalization or Outpatient Surgery Relevant to Emergency Care? _____

Your Child's Needs and Preferences

Things That Comfort Your Child _____

Things That Your Child May Be Afraid of _____

Eating & Sleeping Habits _____

Special Routines or Behavior Needs _____

Diapering

Is Your Child Toilet-Trained? _____

If Not, Any Preferences for How Often Diapers Should be Checked? _____

Permissions and Policies: Most programs will also ask you to sign off on these items:

- Emergency Transportation Authorization (permission for the program to call for emergency transport if needed)
- Acknowledgment that you have received and reviewed the program's policies and handbook



Look for

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- Ask

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- ## Notes

Look for

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- Ask

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