



Early Learning Center Checklist of Enrollment Forms

Use the checklist below to confirm you have completed all of the required forms for Early Learning Center enrollment.

- Enrollment Form
- Pick-Up Information
- Emergency Contact Information
- Social Background Information
- Illness Policy
- Late Pick-Up Policy
- Additional Release Form
- Certificate of Medical Exam (and TB waiver if your physician so elects)
- Lead Assessment
- Birth Certificate (if not already on file)
- Licensing Standards Acknowledgement
- Handbook Acknowledgement

If your child has allergies, please review the following:

Required Documents for Participants with Allergies

Participants with allergies, such as allergies to bee stings, peanut products, dairy, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with, or ingestion of the allergen. The Glencoe Park District cannot guarantee an allergen free environment, but with your cooperation we can create a safer environment and be better prepared to handle emergencies. The Park District will make reasonable, feasible, and practical accommodations to allow participants with life-threatening allergies to participate in our programs. Glencoe Park District requests participants, parent (s) and/or guardian (s) complete and submit a Food Allergy Action Plan and other required forms a minimum of **seven (7) days** prior to the participant's first day of attendance to allow Park District staff time to make accommodations and to train appropriate staff. Forms may be obtained at the Takiff Center main registration desk.