



St. Catherine
Early Childhood Education Center
Registration Form Instructions
2018-2019



Please fill out the **Registration Form** and **Enrollment Choice Form** and return to the office with the \$100 Registration Fee to reserve enrollment for your child.

1. The **Registration Form** is an important form. The Ohio Department of Education and the Ohio Revised Code requires that we obtain all of the information listed on the form. The only optional items are questions regarding religion and ethnicity. Please be sure to include all information including addresses, zip codes and phone numbers for emergency contacts as well as the dentist and physician listed.
2. **Physical & Immunizations**- Please have a completed physical form with immunizations attached, completed no later than 30 days after the first day of school. Physicals are good for 1 year. If you have had a physical (well-check) for your child with-in the last year, please turn that form (along with immunization record) into the office. You will receive a notice when it is about to expire. Your doctor may have a form on hand used for daycares. That form is perfectly fine.
3. **Dental Form**- Please return this form by the first day of school. **YOUR CHILD DOES NOT NEED TO BE SEEN BY A DENTIST** to complete this form. Please just indicate on the form the dentist you have chosen for your child even if he/she has not had his/her first exam yet. We are required to have the name, address and phone number of your child's dentist in the event of a dental emergency.
4. **Birth Certificate**- Please turn in a copy of your child's birth certificate or baptismal record (if applicable) by the first day of school.

Optional Forms and other Items

1. **Extended Day Enrollment**- Please turn in Extended Day enrollment forms one day prior to utilizing this program
2. **Divorce Decrees and/or Restraint Orders** must be turned in prior to the first day of school if there is a custody concern that we need to have knowledge of for the safety of your child.
3. **Medication /Major Medical Concerns Protocol** –If your child has a major medical concern (major food allergies, asthma, diabetes, epilepsy etc.) or needs to take medication at school (inhalers, epi-pen, insulin etc.) please contact the office for the appropriate paperwork.