



Enrollment Checklist

Please provide the following to NKP prior to the first day of care:

1. Deposit:

- \$200 non-refundable deposit (cash, check, or Zelle to David Carlson, **925-785-3870**)

2. Care Items:

- A current family picture
- A blanket labeled with child's name
 - (Per State licensing, a child under 12 months old may have a pacifier with no attachments, but no blankets, sleep sacks, or lovies are permitted in the crib)*
- An extra set of clothes for hot and cold weather (labeled)
- A reusable cup for your child (labeled)
- Diapers, wipes, and baby formula/breast milk (dated), if applicable

3. Paperwork:

- NKP Contract, signed and initialed
- Current Immunization Records
- Photo Release Form
- Sunscreen Permission Form
- Permission for Transport Form
- Consent for Medical Treatment (LIC 627)
- If applicable:* Consent/Verification for Nebulizer Care (LIC 9166)
- Identification and Emergency Information (LIC 700)
- Family Child Care Home Notification of Parents' Rights (LIC 995A)
- If child is less than 12 months old:* Individual Infant Sleeping Plan (LIC 9227)
- Child's Preadmission Health History – Parent's Report (LIC 702)
- Parent Notification – Additional Children in Care (LIC 9150)

Paperwork to be reviewed and kept by the parents/guardians:

- Caregiver Background Check Process (LIC 995E)
- Family Child Care Consumer Awareness Information (LIC 9212)
- Lead in Your Home – Informational Packet

Note that parents/guardians will also be asked to sign a Child Enrollment Form to enroll their child(ren) in the Child and Adult Care Food Program (CACFP) once enrollment at NKP has been finalized. This form will be provided by NKP.