

# Enrollment & Supply Checklist



## ENROLLMENT PAPERWORK DUE BEFORE STARTING:

- Read the Parent Handbook (available on-line at [lfplayschool.org](http://lfplayschool.org))
  - Be sure to sign that you have read, understand and agree to LFP's policies
- Complete and sign:
  - Enrollment Contract
  - Rate Sheet
  - Enrollment packet
- Provide an up to date copy of your child's Immunization Records or a current Notarized Certificate of Exemption form
  - We must have a copy **BEFORE** your child's first day of school

## NEW MEXICO STATE IMMUNIZATION REQUIREMENTS:

- 4 doses of Tetanus/Diphtheria/Pertussis (DTP, DTaP)
- 3 doses of Polio
- 3 doses of Haemophilus Influenza type B (HIB)
- 3 doses of Hepatitis B
- 1 dose of Hepatitis A
- 1 dose of Measles/Mumps/Rubella (MMR)
  - 2<sup>nd</sup> dose recommended after their 4<sup>th</sup> birthday
- 1 dose of Varicella (Chicken Pox)
  - 2<sup>nd</sup> dose recommended after their 4<sup>th</sup> birthday

## FEES DUE BEFORE STARTING:

- Registration Fee (non-refundable)
  - \$50/child for Summer only
  - \$70/child for Fall/Spring only
  - \$85/child for Summer and Fall/Spring
    - *ONLY* if you register at the same time
- Tuition Deposit (TD)
  - Refunded to you when you leave LFP
    - If you have an unpaid balance on your account, the TD will be applied to that balance first then you will be reimbursed the remaining balance
  - This deposit is paid **once** and will follow your child until they leave LFP
  - See Schedules & Rates sheet for pricing
- Supply Fee
  - \$75 non-refundable for each child will be charged in August, January and June for Rooms 1 and 4
  - \$100 non-refundable for each child will be charged in August, January and June for Room 2 and 3
  - June will only be charged if you are enrolled for the Summer
- Volunteer hours
  - \$125 will be charged in August, January and June
  - This will be refunded to your account when you complete your mandatory volunteer hours
    - Fall/Spring - 10 hours per child
    - Summer - 5 hours per child



## SNACKS

- LFP will provide a simple AM snack
- LFP does not provide PM snack
  - Please pack a simple nutritious snack with your child's lunch

## IF YOUR CHILD STAYS FOR LUNCH

- Please bring a simple, nutritious lunch packed in a lunch box with your child's name on it
- We are a nut free school
- Please do not include sodas or candy
  - They will not be given to your child
- If you send food in containers, please label them
- We do heat lunches if needed, please be sure to pack them in microwavable containers

## EXTRA CLOTHES

- Your child will need a complete change of clothing (please change according to the weather):
  - Shorts/Pants
  - Shirt/Long sleeve
  - Underwear
  - Socks
  - Shoes
- Please label all items with your child's name
- Store them in a plastic bag or backpack to be kept in the classroom

## IF YOUR CHILD STAYS FOR NAP

- Your child needs the following for **EVERY NAP per CYFD state regulations**:
  - Blanket (child size not a comforter)
  - Small pillow (optional)
  - We provide a mat for every child
  - Sheet
    - You can use a crib sheet or
    - You can sew a cover sized 27" x 48"
    - We recommend a soft and light fabric (such as sheet material). Please do not use a heavy fabric such as terrycloth or corduroy
  - Bedding Bag
    - State regulations require that each child's mat be enclosed so that it does not touch other children's mats during storage.
    - You can use a large **nylon** laundry bag (**cannot use a net laundry bag**)
    - The bag should be 30" x 30" and may be constructed from the same fabric as the mat cover
- We sell the bedding bag and sheet in the office:
  - Bag \$8.00
  - Sheet \$12.00
  - Bag and Sheet \$15.00



## NOTES

- Please check your child's cubby at the end of EACH day for any soiled or wet clothing/bedding.
- Also, please be sure to replace extra clothing or bedding by the next day in case your child needs them.
- Bedding goes home each week to be washed and returned the following week
- **Please remember to LABEL EVERYTHING your child brings to school**

Don't forget to **LIKE** and **FOLLOW** us!!!



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