



## First Day Checklist for Infants & Toddlers

---

We're so excited to have your family joining us at Quala Care! This checklist will help you get everything you need ready to start with us. If you need extra copies, you can find them on the Admissions page of our website, [qualacare.org](http://qualacare.org)

This is all of the paperwork you will need to complete your child's enrollment at the center. Many of the forms are required by the State and you cannot attend without them so we ask you to send everything in before your first day so we can check everything over and make sure it was all completed properly. These are all required:

- Parent Handbook – please read it carefully and speak to us about any questions
- Admission Agreement
- All About Me
- Center Activities Permission
- Emergency Card
- Getting to Know Us (please send it in with a family photo)
- Health Inventory – Part I is completed by you and Part II by your pediatrician
- Immunization Certificate
- Infant Activity Plan
- Infant Feeding Plan
- Lead Test
- Photo Release Form

Additionally, many parents have need of these:

- Medication Authorization Form – must be completed by your pediatrician. Many parents like to have one on file for things like Tylenol, Motrin, Orajel, or Mylicon but it's not required and you can always get one later if needed.
- Topical Product Authorization Form – also not required by most parents get one for things like diaper cream or sunscreen.
- Allergy Action Plan - if your child has allergies

Tuition is due on Fridays for the following week. You may pay with cash or check at the center. Many parents arrange with their banks to have a check sent automatically every week or you can enroll in monthly electronic check payments using the form below. We also accept credit card payments subject to a 4% processing fee.

- Credit Card Authorization Form
- E-Check Authorization Form



## First Day Checklist for Infants & Toddlers

---

In addition to the paperwork, you will want to send in the following things:

- Food, formula, bottles and lids – must be prepared, LABELED and ready to heat. Please send enough for the entire day plus 1 extra. Additionally please leave either some unmixed formula or frozen breast milk in case of emergency. You can get silicone bottle bands embossed with baby's name at [inchbug.com](http://inchbug.com)
- 4-5 complete changes of clothes, including socks, and an extra pair of shoes (if wearing)
- Diapers, wipes, and diaper cream
- Pacifiers (if using)– please leave at least 1 extra at the center
- Optional mobile for your child's crib – a lot of parents buy two of the same so their baby is seeing and hearing the same thing to make them more comfortable and help ease the transition

Please make sure everything you send in to the center is labeled with your child's name. Except for one comfort item, we ask that all personal toys remain at home. Unfortunately, we do not have the space at the Center to store your child's carriers or car seats. Please carefully review our SIDS Prevention Policy and get a note from your pediatrician for any exemptions. Please also remember that we cannot give your child any medications (even over the counter ones) without a Medication Authorization Form completed by your pediatrician. Additionally we will need an Allergy Action Plan completed by your pediatrician if your child has any known allergies.

This is a lot to bring in on your first day! We would love to help you settle in and make the transition easier by coming in to visit and drop things off before your first day. You can spend some time in the classroom with your little one getting to know the teachers while we check over your paperwork in the office. This will help your child feel safe and comfortable with us and will make the first morning much easier for everyone!

If you have any questions, please email us at [qualaoffice@gmail.com](mailto:qualaoffice@gmail.com) or call our office at 410-859-3200. Don't forget to get involved in our private classroom groups by visiting us at [www.Facebook.com/QualaCare](http://www.Facebook.com/QualaCare)

We look forward to welcoming you into our Quala Care family!