



## Welcome to Family Child Development Center!

We are so very pleased to welcome your family into ours here at Family Child Development Center! Included in this enrollment packet are the forms and information needed to prepare for your child’s transition to our center. *Please complete and return the listed items below before your child’s first day at FCDC.*

- This “Welcome Letter” (with any medical needs and/or translator requests checked below)
- Emergency and Permission Authorization Form
- Family Intake Survey Form
- Immunization Form **(completed by your health care provider)**
- Health Care Summary Form **(completed by your health care provider)**
- Health History (for Infants and Toddlers only)
- Child Care Food Program Enrollment Form (all children at FCDC participate)
- Non Prescription Medication Form
- Parent Decline Form Infant Meal Notification Letter
- FCDC’s Facebook Policy Permission Form
- Registration Form
- Parent Handbook Acknowledgement (our handbook is on our website [www.fcdc.org](http://www.fcdc.org) under for “Current Families”)
- Tuition Policies

**Please review and retain the following for your records:** School Closure Calendar, Honeywell Instant Alert for School Parent User Interface information, Maltreatment of Minors Mandated Reporting Policy and Tuition Rates.

Also, about a month before your start date at FCDC, your child’s teachers will call you to set up a morning and afternoon visit. During these visits, you and your child will have a chance to meet the classroom teachers, become familiar with drop off and pick up times and ask any questions you may have. They will also provide you with information about their classroom and a check list of items for you to bring in for your child’s first day.

The Minnesota Department of Health requires that we have a Plan of Care on file for each child with any special health concerns. Should your child have any health concerns, we will work with you and your health care professional to write a care plan so we can ensure the health and well-being of your child, as well as know what steps to follow in a medical emergency.

**Please indicate if your child has any special medical concerns at this time, including, but not limited to, asthma, food allergies, diabetes, or seizure disorder:** \_\_\_\_\_.

Please also answer the following questions:

- Do you require FCDC materials to be translated into another language? \_\_\_\_\_
  - If so, what language? \_\_\_\_\_ Do you require an interpreter? \_\_\_\_\_
- If a language other than English is spoken at home, please answer the following:*
- Does your child speak any English at home? \_\_\_\_\_ Does your child understand English? \_\_\_\_\_
  - Are there words from your child’s primary language that we can learn to help your child’s transition to FCDC?  
\_\_\_\_\_
- Do you require receipts for tuition payments? If yes, how often? \_\_\_\_\_

Again, we are so very happy to welcome your family into our center. If you have any questions, suggestions or concerns at any time, please feel free to share them with the FCDC administrative team. We strive to ensure you and your child have a positive early childhood experience at Family Child Development Center!

Sincerely,

Amanda Schulz  
Executive Director

Laura Elfert  
Assistant Director

Brenda Shoults  
Finance Manager/Child Development Coordinator