



Robins Nest Learning Center



PARENT ORIENTATION CHECKLIST

Please take the time to carefully go over this checklist & check off the items you have turned into RN at time of enrollment.

1. \$50 Enrollment Fee
2. Non-refundable Deposit of 1 week's tuition. This can be divided over 5 weeks.
(note: It will be your last week of tuition with a 2-week notice.)
3. Submit Online Contract & Policy Agreement
4. Child Information Packet
 - Pick Up Authorization Form
 - Emergency Medical Release Form
 - Classroom Information Sheet
 - Feeding Agreement & Infant Schedule
 - Potty Training Agreement
 - Contract Agreement: (Fill in time & days)
 - State Medical Form (Physical Form)
 - CCAP, State Child Care Application (w/ pay stubs & school schedule)
 - Request for Redetermination Information
 - Tuition Express (Optional)
5. Certified Birth Certificate
6. Copy of Shot Records
7. Enrollment Record
8. DCFS Verification Form
9. Parent Consent Form (DCFS)
8. Tuition Express
9. A change of clothing & other items as listed below:

Infants

- Diapers (labeled with child's name)
- Wipes (labeled with child's name)
- Bottles 3-4 (optional) (labeled with child's name)
- Breast Milk or Formula (optional)

Car seat labeled with child's name
Change of clothing labeled in a ziplock bag
Comfort item (ex. pacifier)

Potty Training

5 Changes of clothes labeled in a ziplock bag

Older Children

Change of clothing labeled in a ziplock bag
Food (optional)