



New Student Documents Check List

To:	Parent
From:	Circle of Love Preschool
Re:	Documents Needed for School

We are excited to have you as part of our Circle of Love family! Enclosed are all the forms we need you to complete for your child's student file. We also would like a family photo (and it can be as simple as a color copy of a snap shot).

Below is a check list of everything that is needed. **Please complete and return all forms and family photo by July 1.** If you have any questions, please call the school office at 310-545-5653 ext 221.

Document Check List	
I.D. & Emergency (yellow both sides)	
Consent for Emergency Medical Treatment	
Payment & Attendance Policies (<i>Page 1 – yellow copy</i>)	
Payment & Attendance Policies (<i>Page 2 – yellow copy</i>)	
Physician's Report	
Health History – Parent's Report	
Parent's Rights (tear-off)	
Personal Rights (tear-off)	
Family and Spiritual Life Form	
Sign In/Out Policy	
Consent and Authorization Form	
Receipt and Acknowledgement Form (In an effort to save trees. Please log on our website: www.circleoflovemb.org to access details of our Parent Handbook)	
Permission for Directory Information	
A Current Picture of your Child (for office file folder)	
Current Family Photo (4 copies: 3 for emergency & 1 for earthquake kit)	
Parent Volunteer Health Statement (to be submitted only if you are volunteering in the classroom. (copies of your immunizations/documentation is required)	
** Please note that email is one of the ways COL communicates with our families. Please include your email on the Permission for Directory Information. If you do not receive any email at the beginning of the school year, please come in the office to verify your email address.	

Important Note:

Under a new law enacted by SB 277, beginning January 1, 2016, personal beliefs exemptions will no longer be an option for the vaccines that are currently required for entry into child care or school in California. For more information go to www.shotsforschool.org