

TO: _____

FROM: _____

RE: _____

I am happy that your child continues to be a part of our program. According to our records _____ is enrolled full days in our Infant Toddler EML 161 Toddler FLC 113 Preschool FLC 111

The Center for Child Development will be providing education and care to 21 infants and toddlers and 20 preschool children. Each room will have two-full time teachers. Teacher aides, field experience students, and student assistants will support the education of the children. Should you decide to leave your employment at NDSU, your child care and education services will end in the Center for Child Development effective the last day of the month of your termination.

Licensing requires child forms to be updated **annually**. Enclosed are the enrollment forms that need to be completed and returned by _____. Please note that a Health Care Professional must complete the Child Health Assessment and Certification of Immunization. If the Center has a current copy of your child's Certificate of Immunization, please indicate this in writing, sign and date the information. I will attach this statement to your child's Certificate of Immunization in our file. Return all forms to the Center office in EML room 261. Thank you!

The enrollment forms enclosed are:

- Child Information Sheet
- Parent's Statement on Health of Child
- Child Health Assessment with Immunizations (to be completed by a health care professional) **OR**
 Clinic Print out of Well Child Checkup with Immunizations
- Child Enrollment/Infant Participation Form (Food Program)
- Pediatric Partners Consent Form
- Parent Involvement Opportunities (optional)
- Parking Permit

For your convenience, all forms listed above, are also available on the Center's website www.ndsu.edu/childcenter

Also the Family Handbook, Calendar of Closed Dates, Hours of Operation, Fee Schedule, and Staff Contact Information are available on our website. To help children feel comfortable during play and routines, we ask that you bring the following items annually:

Make sure all items are labeled with your child's first name and last initial.

- Two lip balms
- Sunscreen UPV 15 or higher (seasonal) - Non-aerosol
- Insect Repellent (seasonal) - Non-aerosols
- Three toothbrushes or 2"x2" gauze pads (for infants only)
- Aveeno Lotion or other preferred lotion 16oz

Thank you for your cooperation. If you have any questions, please don't hesitate to call 701-231-8281 or stop in to visit.