

Use black ink when filling up forms

(scanned image much clearer in black ink)

For Office Use: Classroom _____

Site & Classroom _____

World Bank Group Children's Center Enrollment Documentation Checklist

(available from World Bank intranet [http:// childcare](http://childcare) in Enrollment Procedures Section)

Instruction to Parents: Summary list of all the forms required. Forms **marked * are mandatory**, and must be submitted to WBCC prior to allowing your child to start at the WBCC. Incomplete documentation may result in your child being unable to attend classes. You will, however, be responsible for your child's tuition fees from the start date indicated in your Admission Offer letter from WBCC.

Child's Name _____ Admission Start Date: _____
First Name Last Name (MM/DD/YY)

Date of Birth (MM/DD/YY) _____ Age in Months on Admission Date _____

Parent 1 Name (Bank staff) _____ UPI _____

Parent 2 Name _____ UPI _____

List of Forms to be Submitted to the WBCC

Checked By Parents _____

To be done by parents online (please submit hardcopies or pdf file of items 1 to 4)

- 1) AutoPay Registration Completed * _____
Login to your KinderCare Family Connection [account](#) that you established when we sent you the offer.
Sign up for recurring payment. Provide Emergency Contact, Medical & Dental Provider information. .
Print out the Enrollment Agreement * (4 pages) – sign each page _____
No need to provide Immunization History as this is also in DC's Health Certificate _____
- 2) DC [Registration Record](#) for Child Receiving Care Away from Home* (fillable form on website).... _____
- 3) DC [Authorization](#) for Child's Emergency Medical Treatment * (fillable form on website) _____
- 4) DC [Travel & Activity](#) Authorization *(fillable form on website) _____

To be printed out and filled up by parents or physician/dentist:

- 5) DC Universal [Health Certificate](#)* required prior to starting at WBCC..... _____
 - Comprehensive physical examination should be dated no later than one (1) year prior to date of admission and updated yearly, thereafter; DC requires an assessment on TB & Lead Poisoning –make sure your pediatrician makes a notation on these sections on the form, in addition to an update on immunization. Child cannot attend WBCC if this certificate is not submitted prior to start date.
- 6) DC Oral Health (Dental Provider) [Assessment Form](#)* (required for children aged 3-years old.... _____ and older, at admission)
- 7) Family [Handbook](#) & [Addendum](#) – read & send back Acknowledgement [Form](#)* _____
(available online or copy to be provided at intake meeting or also available at any of the WBCC centers)
- 8) Topical Ointment Authorization (if applicable, go to website to get [form](#)) _____
(for e.g., sunscreen, bug repellent, diaper ointment, or teething gel)
- 9) [Application](#) for Access to WBCC & to WBG Garages (C or I Bldg only) * _____
 - To access main doors in WBCC & 15-minute parking at I & C Bldg, where applicable
 - Reminder-**pickup parking stickers** from GCS Customer Service Center (MC C2 opposite Credit Union) **before** 1st day of attendance at WBCC to be allowed access to WBG garage _____
- 10) Medication Authorization [Form](#) (if applicable, fillable on website) _____

Please read through Parents Resources on Bank's website (available on <http://childcare> website):

- i) WBCC [Emergency Preparedness Plans](#)
- ii) School [Calendar](#)
- iii) [Menu](#) (not applicable to infants)
- iv) [Developmental Stages](#) of Young Children
- v) [Family Handbook](#) & [Addendum](#) – hardcopies available from the Center
- vi) [FAQs](#) on WBCC Program