

PARENT CHECKLIST



TO BEGIN:

- ☐ Read through Policies and Procedures Handbook– When you register and pay you acknowledge that you have read this document. (Located on our website).
- ☐ Online Registration and Registration Fee payment to secure spot.

Read below
for how to
name
documents

NAMING FOR EACH CHILD:

The following must be gathered and uploaded to your child's account. As you gather these items, please scan them in to your phone in preparation of uploading them to the app. This is important because when we are audited by the state we are better able to pull out the documents we need for them to check. Name the documents according to what they are along with your child's name or initials. For example:

SVinfantcaresheet.pdf or
Timmyimmunizations.pdf or
jordandocnote.pdf

FOR EACH CHILD

- ☐ Doctor note (with Dr. Signature)
- ☐ Immunizations (on letterhead and with Dr. Signature)
- ☐ Child care sheet for each child (there are 3 different ones depending on your child's age)
- ☐ Allergy or sensitivity documents (if needed - PLEASE DON'T FILL OUT UNLESS NECESSARY)
- ☐ Infant safe sleep document if child is under 12 months at start of school

NAMING FOR EACH FAMILY:

The following are required per family but still need to be uploaded to each child's account. You can use your family last name and upload the same document for each child in your family. For example:

FloresD&G.pdf or
Jonesparentsrights.pdf

FOR EACH FAMILY

- ☐ Parent's Rights state required sheet
- ☐ Signature on Discipline & Guidance (D&G)state required sheet
- ☐ Medical Release Form 2025-2026.
Please list all your children attending on one sheet.

All documents can be found on
our website at:
www.ShiningTheLight.org/mdo
Under Forms and Information.