



# Enrollment Checklist & Deposit Record

---

Child's Name: \_\_\_\_\_ Program: \_\_\_\_\_ Start date: \_\_\_\_\_

## Child Enrollment Deposit Record

*Make Check payable to University of Missouri*

### Receipt Acknowledgement

Received Check No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_

For the amount of \_\_\_\_\_ dollars

For child placement deposit for \_\_\_\_\_ (child's name)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

### Refund conditions

1. This deposit is to hold a confirmed place for your child at the UMC Child Development Lab.
2. In the even that you withdraw your child from enrollment before the child starts attending the CDL, the deposit will not be returned. This will help defray the costs of filling the available spot on short notice.
3. Once your child has started attending the CDL the deposit is refundable as long as a 30 day notice before withdrawal is provided in writing. With proper notice, the deposit is deducted from your final month's tuition.

CRR# \_\_\_\_\_

Please go to the Child Development Lab website (<http://cdl.missouri.edu>) and complete the following enrollment forms.

### Child Enrollment Checklist

**CDL Enrollment Paperwork is due one week before the child's start date.**

#### All Children

- Child Care Enrollment Form (print, complete, sign, and date)
- Child Medical Examination Report (Also provide a copy of your child's immunizations) (print, complete, Physician signature, and date)
- CDL Parent Agreement and Release Form (Fillable PDF, print)
- Child and Family History/Information Sheet (Fillable PDF, print)

**If Applicable**

- Letter and CACFP Income Eligibility form for Child Care Centers (print, complete, sign, date)
- Medical Food Substitution Record (Print, complete, Physician Signature, date)
- CDL Meal Service Supplement Form (fillable pdf, print, sign, date)
- Medication Authorization (this also needs to go in Current Parent Section) (print, complete, sign, date)

**Infants and Toddlers**

- Infant Feeding Preference – Centers (print, complete, sign, date)
- Parent's Specialized Instructions for Infants and Toddlers (print, complete, sign, date)