

Kingdom Kids Preschool & Kindergarten
Paperwork Checklist

The following is a checklist to ensure that your enrollment to Kingdom Kids Preschool & Kindergarten is complete.

- **All paperwork is due upon enrollment. Incomplete paperwork not turned in upon enrollment could keep your child from being enrolled this school year.**
- Registration fee & Tuition payment. Made payable to Kingdom Kids Preschool or KKP. Forms of payment accepted are Tuition Express, Online Bill Pay (through your bank), cashier's check, or money order. **NO CASH PAYMENTS, PLEASE.**
- Set up on-line payments through your bank. Check your bank website and set us up as a vendor that you pay monthly. Due date is the 1st of the month, considered late on the 5th. Please allow 3-5 business days for them to mail us a bank draft check. Your account number will be your child's first and last name (i.e. John Smith).
- Fall-Spring Intent Form with Registration Fee
- Enrollment Form (signature required on back)
- General Permission and Release Form (signature required on back)
- Kingdom Kids Preschool & Kindergarten Payment Agreement (signature & date required)
- Health Admission Requirements
 - Copy of immunization records (from birth to current)
 - Health Admission Requirement form (Dr. signature required)
 - Vision/Hearing Screening Results (Required for four-year-olds & Kindergarten only as of September 1st.)
- All About Me (signature required on back)
- Over-the-Counter Product Release Form (signature & date required) *New students only
- Permission to Distribute Information (signature & date required) *New students only
- KKP Discipline & Guidance Policy Form (signature & date required)
- Allergy Alert Notice/Child Health History Form (yellow sheet) parents signature *if your child has developed a new food allergy since last school year. We will need you to provide us with a Food Allergy Emergency Plan for your child to keep on file.
- Parent Volunteer Opportunities Form