



## DOCUMENTATION CHECKLIST

- Complete Application (be sure you have included)

Child's ethnicity **and** race

Number of Children & Ages/Birthdates

Signature

- Copy of child's birth certificate

- Any legal guardianship documentation (if applicable)

- Immunization record

- Medical Action Plan (if needed see page 2)

- Household Income (check all that apply)

Pay stubs: If monthly, include at least one pay stub

For weekly include at least 4 consecutive pay stubs

For bi-weekly or twice-monthly, include at least 2 consecutive pay stubs

Child support

Unemployment

SSI/TANF

Signed Statement of No Income

- Site of preference (\*\*preference does not guarantee placement)



**EMERGENCY CARE INFORMATION**

Name of Child's Doctor:	Office Phone:	
Hospital Preference:	Phone:	
Name of Child's Dentist:	Office Phone:	
In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals:		
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

**CONTACTS**

Child will be released only to the parents/guardians listed. The child can also be released to the following individuals, as authorized by the person who signs this application.

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

**HEALTH CARE NEEDS**

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional. Is there a medical action plan attached?

Y  N

Does your child have any allergies?  Y  N If yes, please list them, the symptoms and type of response required for allergic reactions:

Does your child have any health care needs or concerns?  Y  N If yes, please list them, the symptoms and type of response required for these health care needs or concerns:

Does your child have any particular fears or unique behavior characteristics?  Y  N If yes, please list them:

Does your child have any types of medication taken for health care needs?  Y  N If yes, please list them:

Share any other information that has a direct bearing on assuring safe medical treatment for your child:

**PRIOR PLACEMENT**

- Child has never been served in any preschool or child care setting
- Child is currently unserved
- Child is in unregulated child care
- Child is not receiving subsidy but is in some kind of regulated child care, if so list child care:
- Child is receiving subsidy and is in some kind of regulated child care, if so list child care:
- Do you have any siblings in a public school or child care, if so would it be easier for your child to attend the same school or child care facility? If so list the name of the school or facility.

How will your child be transported to NC Pre-K? \_\_\_\_\_

**SPECIAL NEEDS**

Does your child have any documented special needs: (i.e.) speech, blindness, orthopedic, hearing, chronic illness, social, emotional or behavior issues?  Y  N

Does your child have an Individualized Education Plan (IEP)?  Y  N

Does your child currently receive services from any community based provider for his/her disability, social, emotional, or behavior issues?  Y  N

**ADDITIONAL INFORMATION**

How did you obtain this application?

- |  |   |
|--|---|
| <input type="checkbox"/> Robeson County Partnership for Children, Inc. | <input type="checkbox"/> Mail                       |
| <input type="checkbox"/> Public Schools Site – Which One? _____        | <input type="checkbox"/> Website/Online             |
| <input type="checkbox"/> Child Care Center – Which One? _____          | <input type="checkbox"/> Email                      |
| <input type="checkbox"/> Head Start Site – Which One? _____            | <input type="checkbox"/> Other – Please list: _____ |

**PLACEMENT**

If accepted into the program, do you have a location preference\*:  Y  N (See below for site choices)

Preferred Sites: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

\*Site placement is based on program availability and preference cannot always be honored.

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency. I certify that all the information provided is true, correct, and complete. I understand that information is provided to document eligibility for receipt of program funds. Program staff may verify information on this application. Misrepresentation may subject me to prosecution under applicable North Carolina state laws and disqualify my child's application. Completed application requires child's original birth certificate, child's shot record, and parent income verification (used to determine NC Pre-K eligibility).

Signature of Parent:

Date:

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator:

Date:

**OFFICE USE ONLY****SCHOOL DISTRICT:**

NC Pre-K Eligible       Title 1 Eligible       PSRC Site:      NC Pre-K    Y     N   
 NC Pre-K Non Eligible       Title 1 Non Eligible       NC Pre-K Site:

**ROBESON COUNTY PRE-KINDERGARTEN SITES**

PRIVATE SITES	PRIVATE SITES, CONT'D	PUBLIC SCHOOL SITES, CONT'D
Angel's Childcare And Learning Center 910-858-0614	Wee Farm Learning Center 910-738-6070	Rosenwald Elementary 910-628-4291
Christine's Christian Daycare (Lumberton) 910-738-8200	<b>PUBLIC SCHOOL SITES</b>	Rowland Norment Elementary 910-671-6030
Christine's Christian Daycare (St. Pauls) 910-865-2006	Deep Branch Elementary 910-738-2514	Shining Stars Preschool (Lumberton) 910-671-4343
Cottonwood Pre-Elementary 910-618-1300	East Robeson Primary 910-671-6055	Shining Stars Preschool (Pembroke) 910-521-0559
First Baptist Early Childhood Ministry 910-738-6608	Fairgrove Elementary (Title I Only) 910-628-8290	St. Pauls Elementary 910-865-4103
Island Grove Baptist Christian Daycare 910-522-1393	Long Branch Elementary 910-739-3864	Tanglewood Elementary (Title I Only) 910-671-6035
Jamestown Day Care Center, Inc. 910-739-8861	Magnolia Elementary 910-671-6070	Townsend Elementary (Title I Only) 910-844-5086
Kid Kare Learning Center 910-628-0042	Oxendine Elementary 910-843-4243	Union Chapel Elementary 910-521-4456
Kids' Academy Daycare & Preschool 910-739-1501	Parkton Elementary 910-858-3951	Union Elementary 910-521-4772
Kidz Pointe Learning Center 910-843-3873	Pembroke Elementary 910-521-4204	W.H. Knuckles Elementary 910-671-6020
Pampers, Hugs, & Luv's Learning Center #2 (St. Pauls) 910-865-2380	Peterson Elementary 910-843-4125	<b>LRDA HEAD START SITES</b>
Precious Angels' Day Care 910-674-4766	Piney Grove Elementary 910-671-6025	Allenton Head Start 910-608-0326
Riverwood Pre-Elementary 910-521-9001	Prospect Elementary 910-521-4766	Green Grove Head Start 910-628-1280
Tiny Tots Daycare Center 910-843-8240	Rex-Rennert Elementary 910-843-5298	Rennert Head Start 910-843-2562

\*\* Submitting an application at a site does not guarantee placement at that site. This application may be approved for a NC Pre-K, Title I, or Exceptional Children placement in any Private, Public, or Head Start site. \*\*