

HUMPTY DUMPTY CHRISTIAN CO-OP PRESCHOOL
3900 FORUM BOULEVARD, COLUMBIA, MO 65203
(573) 874-2389
humptydumptypreschool.org

Thank you for your interest in Humpty Dumpty. The forms you will need to enroll your son or daughter in Humpty Dumpty Christian Co-op Preschool for the 2019/2020 school year are found at the above website address. Once you have completed the paperwork, you may return it to Humpty Dumpty at the address above, by delivering it to the classroom or the Forum Boulevard Church office in an envelope marked "Humpty Dumpty Membership."

Enrollment Paperwork Checklist:

The following items must be turned in now to enroll:

- Parent Contract (separate contract for MWF, M-F and TTh class)
- Enrollment Form (must be notarized)
- Discipline Contract & Release Form
- Background Screening Information page (Required for **BOTH** parents and any other family volunteer that will be serving as a Humpty volunteer)
- Annual Non-refundable Enrollment Deposit of \$50 (please put child's name and class in memo line)

The following items need to be turned in by July 1st:

- Child Medical form
- Child Up-to-date Immunization Records
- Parent Medical form (not required for Buyout families)
- Parent TB Test Results(not required for Buyout families)
- Copy of Health Insurance Card, front & back

The following items need to be turned in by August at the Back to School Orientation

- Copy of Auto Insurance card, front and back
- Acknowledgment of Missouri Department of Health Rules & Regulations
- Annual Classroom Supply Fee (Varies/Class -See Parent Contract for Fee Amount)
- Field Trip T-Shirt Fee \$15

FYI – Frequently Asked Questions / Answers about the enrollment packet:

Auto Insurance Information and Current Proof of Insurance: It is our goal to ensure the safety of all of our students. All parents could be field trip drivers, and having this information on hand is necessary. **Please attach a current copy of your insurance card for the vehicle(s) listed on the enrollment form.** Please update auto insurance information when it expires. **(Must be updated upon expiration)**

Child Medical form: The well child status must be verified by a physician's signature and your child's immunizations must be current. The immunization section of the form may be completed by the physician's office, or you may include a copy of your child's immunization record. You may want to phone your doctor's office to see if your child needs an appointment, or if your doctor will sign off on this form without an additional medical visit. **(Must be updated yearly)**

Staff (Parent) Medical form and TB Test Results: The state requires that all classroom volunteers be in general good health and free from communicable diseases. A physician must sign this form. **(Must be updated yearly)** The state also requires a tuberculosis (TB) test for each volunteer. **(Must be completed once every 2 years)** The Boone County Health Department provides this test for a nominal fee. Completion of this form and TB test is also **RECOMMENDED** for buyout families because of the potential to help at class parties and/or field trips. If you are a buy-out family you **MAY** opt out, **BUT** doing so, will exclude you from participation in class parties, and/or fieldtrips.

Background Screening Information: This form is required for both parents. For families who have not registered before, online registration can be completed at <http://health.mo.gov/safety/fcsr.index.php>