

**LEECH LAKE CHILD CARE SERVICES  
DIK-IN-AA-GAN CHILD CARE CENTER  
PARENT SUMMARY SHEET**

Thank you for applying to enroll your child in the Dik-in-aa-gan Child Care Center. Included in this packet are:

- 1) \_\_\_\_\_ Family Information Application
- 2) \_\_\_\_\_ Child Enrollment Application for each child
- 3) \_\_\_\_\_ Food Program Family Size & Income Data Sheet (FSIDS)
- 4) \_\_\_\_\_ Center Brochure
- 5) \_\_\_\_\_ Parent Policy Handbook

Please fill out all forms completely. This information will be used to best meet your child's needs while in care. Following is a summary of each part of the application process and your child's admission into our program.

Family Information Application - This part of the application includes basic household information, medical information and employment/education information.

You must include a copy of your most recent check stub with this part of your application. If you have not yet received a paycheck, you must submit verification of your most recent income.

\_\_\_\_\_ Income Verification

You must include verification of employment or official school enrollment.

\_\_\_\_\_ Employment Verification Form (or) \_\_\_\_\_ Education Verification Form

You must include verification of Tribal enrollment if you or your child is enrolled.

\_\_\_\_\_ Tribal Enrollment Verification

If your family is receiving child care assistance, you must provide verification from the county. Families will be responsible for payment until verification is submitted.

\_\_\_\_\_ Verification of child care assistance

Individual Child Information - A "Child Enrollment" Application must be completed for each child whom you are enrolling into the center. A schedule, birth certificate and an up-to-date immunization record must be completed for each child. Your child cannot be admitted for enrollment without up-to-date immunizations.

\_\_\_\_\_ Immunization record \_\_\_\_\_ Birth Certificate \_\_\_\_\_ Schedule

Family Size & Income Data Sheet - Please remember to complete the household income portion, your Social Security number and signature at the bottom. If you are receiving food stamps, we must have your food stamp number for this form to be valid. If you are receiving food stamps, you do not need to complete the household income portion of this form.

\_\_\_\_\_ Family size Income Data Sheet

Parent Policy Handbook – Please read the Parent Policy Handbook carefully. Bring this with you to your pre-admission conference and the back page with be signed and dated at that time.

\_\_\_\_\_ Parent Policy Handbook Verification

Submit all paper work to the Enrollment & Billing Coordinator. They will notify you within one week to schedule a Pre-Admission Meeting or inform you of your status on the waiting list. If you have any questions, please call the Enrollment & Billing Coordinator @ (218) 335-3694.

**Received By:** \_\_\_\_\_

**Date (Application Completed):** \_\_\_\_\_

**Enrollment Status:**  \_\_\_\_\_ **Room, Start Date:** \_\_\_\_\_  **Waiting List for** \_\_\_\_\_ **Room**