



Mechanicsburg Learning Center

601 East Simpson Street
Mechanicsburg PA, 17055

www.mlckids.org

Instructions for Enrollment Paperwork

1. Emergency Contact Form

This is a state regulated form. Every line must be filled out, if the information does not pertain to you or your child, mark n/a. When filling out this form, all addresses need to have zip codes and phone numbers need area codes.

The section labeled *Emergency contact person(s)* and *Person(s) to whom child may be released* are anyone other than the mother and father of the child. There must be at least one person listed in each section for emergency purposes.

You will need your child's insurance information as well as any medical information. If your child takes medication that is needed at the center, you must provide an action plan to go along with it. You are responsible for providing the site with your child's medication and filling out a medication log.

2. Automatic Payment Form

Tuition is paid via ACH. This is the form that is used to set that up with MLC. Please be sure to fill it out completely and attach a voided check.

3. Child Background Information

This form goes over basic information about your child. It allows us to get to know your child and what they enjoy before we even meet them!

4. Informed Consent

This form goes over multiple things: photo/video permission, child release (this should match the people listed on the emergency contact form), IEP/IFSP, off-site care, injury and illness, and the parent handbook. Please read the entire form; fill in and check off information where needed.

5. Media Release Form

This form gives us permission to photograph and/or video tape your child while they are participating in activities during the program. These photos/videos may be posted on our social media page as well as monthly newsletters. Check each box to signify yes or write no then sign and date the bottom.

6. Child Physical Form

It is required by the state of Pennsylvania that each child has a current physical and immunizations on file with our office. This must be turned in before your child starts care. This form must be signed by the Dr.