

## Instructions for FPI Registration Forms

### **NEW STUDENTS**

Your child's file will contain multiple documents. Please look them over in detail and complete them in their **ENTIRETY**. Per state licensing requirements, only **ORIGINAL** forms will be accepted.

#### **Child Registration Form**

- Include ALL phone numbers for parents, guardians and emergency contacts.
- Child's original birth certificate must accompany this form. **We will NOT accept a copy.** Needed information will be pulled from the original birth certificate and it will be immediately returned to you.

#### **Child Emergency Authorization**

- Provide **TWO COPIES** of this form and fill out each in their entirety. FPI requires **4** hand-written, signed, original copies of this form (for various emergency situations, if required).

#### **Parent Contract**

- As a parent-run, cooperative preschool, this contract outlines the responsibilities of FPI families.

#### **Enrollee Information Sheet**

- Please provide as much detail as possible about your child here.

#### **Sworn Statement or Affirmation**

- Parents/family members/guardians/caretakers who will regularly be in the classroom must complete this form.

#### **Health Form**

- Your child's doctor needs to complete this form and sign it on pages 2 and 4.
- Ensure you have scheduled/completed your child's exam to allow for sufficient time to complete this paperwork and provide to FPI **PRIOR** to the start of the school year.

### **Returning Students**

Returning students are required to complete **3 forms** at the start of the school year.

- **Child Emergency Authorization**
- **Parent Contract**
- **Enrollee Information Sheet**

Please review your student's child registration form from last year. Please make any changes and initial and record that you reviewed the form. **This is your chance to update phone numbers and change any emergency contact information.**

**QUESTIONS?** Please send emails to [licensing@fpionline.org](mailto:licensing@fpionline.org)