



## ASSOCIATED STUDENTS, INC.

ASI CSUDH Child Development Center

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## Pre – Enrollment Packet

Child's Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Welcome to ASI CSUDH Child Development Center. To enroll your child, please have available and completed by your appointment date, the documents and information indicated below:

- Need Verification:
  - If working – Please complete the top portion of the Employee Verification form and forward it to your employer.
    - If CSUDH Employee – please provide a copy of Employee ID
  - If in school/training – Please complete the top portion of the Training Verification form and attach a copy of the following:
    - Student ID
    - Financial Aid Summary
    - Class Schedule
- Proof of income – one full month's worth of check stubs for each employed parent/guardian
- Verification of TANF or other cash assistance award letter or copy of check; if applicable.
- Emergency Forms:
  - Four local people we can contact in an emergency – full names, complete addresses, and current working phone numbers.
- Physician's Report
- Immunization records for child being enrolled and current TB test.
- Health History
- An IEP/IFSP or doctor's certification if your child has a special medical need; if applicable.
- Court documentation regarding custody; if applicable.
- Verification of Residency – CA ID, CA Driver's License, Current Utility Bill, Rent Receipt, Lease Agreement, etc.
- Birth Certificate or Baptism Record of **ALL** children under 18 years of age in the home.
- Meal Accommodation Form; if applicable.

When you have completed this packet, you will be contacted to arrange an orientation appointment with the Assistant Director. At this meeting you will review the paperwork and will have an opportunity to ask questions and receive information about the center.