Dear Parent:

BEFORE your child/ren can be enrolled in the Bakersfield College Child Development Center the following documentation must be completed and brought with you to your appointment:

**Documentation needed for the enrolling child:**

1. A Physician’s Report **completed by your doctor** (form included in packet). If your child does not have a current physical you may provide an appointment card from the doctor’s office showing that you have scheduled an appointment that would be completed within 30 days of admission.

2. A TB skin test if your child is one year or older. The doctor may determine that there are no risk factors for TB and note it on the physical form and/or immunization record.

3. A Child’s Preadmission Health History-Parent’s Report, **completed by you** (form included in packet).

4. Child’s Up-To-Date Immunization Record.

**Documentation needed for family of enrolling child:**

1. Verification of **current** monthly gross income (before taxes) for the family, including but not limited to:
   - Public Assistance
   - Disability/Unemployment
   - Workers Compensation
   - Spousal Support
   - Child Support
   - Survivor Benefits
   - Retirement benefits
   - Rental Income
   - Foster care grant
   - Financial assist. for child
   - Veterans Pension
   - Annuity/Pension
   - Inheritance
   - Student loan living expenses
   - Insurance settlements
   - Wages or salary
   - Social Security Disability
   - Other Income
   - Dividend/Interest
   - Financial Aid Award Letter
   - Self-Employment (documentation to establish current income for the month preceding enrollment)

2. Documentation for the **number of children in the family**. Provide at least one of the following documents: birth certificates, court orders regarding child custody, adoption documents, foster care placement, or other reliable documentation indicating the relationship of the child to the parent.

3. Documentation of Employment (Employment Verification Form included in your packet to be completed by your employer).

4. Proof of residency. Any evidence of a street address or post office address in California will be sufficient to establish residency.

5. Provide your Educational Plan – Child care and development services shall be limited to whichever expires first:
   - Six years from the initiation of services or
   - Twenty-four semester units, or its equivalent, after the attainment of a Bachelor’s Degree

6. Current class schedule.

If you have any questions please call me at 395-4386.

YOU WERE GIVEN AN APPOINTMENT WHEN YOU PICKED UP YOUR ENROLLMENT PACKET. PLEASE BE SURE TO KEEP YOUR APPOINTMENT. IF YOU MISS YOUR APPOINTMENT AND DO NOT CALL TO RESCHEDULE YOU ARE NOT GUARANTEED THE CHILDCARE SERVICES.

(Rev 2018)