

NORTH CAMPUS: K3 Childcare

2021/2022 - CHECKLIST & GUIDE

***NOTE ANYTHING IN BOLD UNDER PARENT ACTION STEPS IS REQUIRED TO BE TURNED IN AT THE HOME VISIT, BACK-2-SCHOOL PARENT MEETING, OR BY YOUR CHILD'S FIRST DAY OF ATTENDANCE.**

***If using childcare, assign authorization to St. Marcus childcare to start on Tuesday, August 17th; provider #4000586864 Location 002.**
***EBT payments for August must be made by August 17th. Parent shares and all tuition payments must be paid by creating an account on myprocare.com prior to the first day on August 17th.**
***Please inform your child's teacher of their schedule if they will be Full Time Monday-Friday 8:00am-3:15pm or Part Time Monday-Friday 8:00am-12:00pm.**

DOCUMENT LIST

PARENT ACTION STEPS:

[K3 COVID-19 Addendum to the Handbook](#)

Please read through the list of COVID related information pertaining to K3.

[K3 Welcome Letter](#)

Read through the parent letter

[School Calendar 2021/2022](#)

Save calendar and mark personal calendars with dates

[K3 Student/Parent/Teacher Covenant](#)

Review and sign

[Media Notice & Objection](#)

If you object to your child being used in any media, please let your child's teacher know and they will send you the link to fill out electronically.

[K3 Provider Authorization Letter](#)

Use this information to set up an online pay account for your child's tuition or parent share through myprocare.com and set childcare authorization with the State of Wisconsin. Call on Tuesday, August 17th to have childcare start the same day.

[Back-2-School Meetings & Open Gym Letter](#)

Mark the dates! August 12th & 14th
Back-2-School Parent Meetings and School Supply Drop Off.
All K3 Families MUST attend one of the two meetings.

[Enrollment Based Charges Letter](#)

Please review and be aware of our enrollment based charges policy

[Authorization to Administer Medication Form](#)

Fill out the Authorization to Administer Medication form for any medications your child will have at school. Teachers are unable to administer any kind of medication without this form and without the medicine in its original container and labeled. If your child will need any food accommodations due to allergies please ask your child's teacher for the form.

[K3 Supply List](#)

Shop for School Supplies to bring to Back-2-School Parent Meetings / School Supply Drop Off

[K3 Uniform Guide](#)

Use as a guide for uniform purchases and planning

[K3 Handbook 2021-2022](#)

Please review and reference for K3 policies and procedures

[Payment Calendar August 2021](#)

Please review and reference for August payments and policies

[Payment Calendar September 2021](#)

Please review and reference for September payments and policies

[Student Information Sheet](#)

Fill out front and back so that we can get to know your child better

[Family Questionnaire](#)

Fill out front and back so that we can get to know your family better

[Health History and Emergency Care Plan](#)

Please fill out front and back and sign. All spaces must be filled out completely. If you do not have information to fill in simply write N/A. No spots can be left blank on this form.

[Child Care Enrollment Form](#)

Please fill out the front and sign. All spaces must be filled out completely. If you do not have information fill in simply write N/A. No spots can be left blank on this form.

[Field Trip Form](#)

Please fill out the top portion only. Add Center name, Child name, sign and date. This gives permission for field trips and walking field trips

[Child Health Report](#)

Please fill out the top portion under the Parent or Guardian section. Please note: the Health Professional portion of this form MUST be signed by your child's doctor and is due to St. Marcus Childcare within 30 days of your child's enrollment date

[Alternate arrival release agreement](#)

This form only needs to be filled out if your child will be brought in the morning or picked up from St. Marcus childcare by a different daycare provider or van service

[Building for the Future CACFP](#)

Informational sheet for you to keep about our CACFP food program

[CACFP Household Letter 2020](#)

Informational sheet for you to keep about our CACFP food program

[CACFP Household size income statement 2020](#)

Fill out child's name and center. Then fill out either box 1 or box 2. If filling out box 1 please list 10 or 9 digit case number, not the number on your quest card. If filling out part 2, list each household member and follow their income straight across. Fill out part 3 of the form, Sign, Date and list the last four of your social

[CACFP Enrollment form 2020](#)

Fill out the first row of Hours and Meals while in care for days Monday through Friday. Hours are either 8:00am-3:15pm or 8:00am-12:00pm. Check Breakfast, morning snack and lunch for both schedules. Check PM snack for the full day schedule only. Sign and date the far left signature spot on the bottom of the form.