300 South Waukegan Road Lake Forest, IL 60045
Heather Monzingo, Director
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Dear 2023-24 Families,

We are so excited to have you as part of our Little Scouts family during the 2023-24 school year! We look forward to a wonderful year of working with you and your children.

We are pleased to offer you easy access to all enrollment forms online. Each year we ask that each family complete all the forms to enable our staff to best meet the needs of each individual child while also satisfying the requirements of the Illinois Department of Children and Family Services. Please visit our website at **www.littlescoutspreschool.com** to conveniently find all of the **REQUIRED** enrollment forms. Toggle to "Current Families" and you will find a wealth of information!

You have two options to complete the forms:

1. Complete them electronically using **Acrobat Reader** and print them out to bring on "meet the teacher day" August 14th, or email to the Heather Monzingo at hmonzingo@lfschools.net
2. Print them out and complete them by hand.

It is critical that you complete all of the forms listed below prior to the beginning of our school year. All of the forms help us provide your child with the best possible individual educational experience.

The following forms are included:

1. New Families please complete the Initial Intake Form,
   Returning Families, please complete the Family Profile Update
2. Tuition Agreement From
3. Parent Handbook Acknowledgment
4. Release Form
5. Waiver for the Distribution of Creams Form *(optional)*

You will also find these guidelines and documents online for your perusal at www.littlescoutspreschool.com/information-pack-1

1. Little Scouts Parent Handbook
2. Illinois Department of Children and Family Services Summary of Licensing for Day Care Centers

The Illinois Department of Children and Family Services mandates that early childhood centers obtain a certified copy of each enrolled child's birth certificate or equivalent documentation. This regulation has been put in place to satisfy the Missing Children Records Act and is a required piece of documentation that must be supplied to your site.

Our guidelines require that we have an accurate medical history and an up-to-date record of immunizations on file, including a TB and Lead Screening test. For children first entering our program, a TB test and medical examination must be done no sooner than six months before starting. The medical examination must be updated yearly by your child's physician.
If you are unable to access the forms electronically, please contact your early childhood Director immediately.
All completed forms must be received by August 15, 2023. Forms may be returned to your child's classroom teacher or hmonzingo@lfschools.net
If you should have any questions about this process, please contact Heather Monzingo
We understand that choosing your child's school experience is an important decision. Therefore, we thank you for Little Scouts Preschool. We look forward to creating wonderful new memories with your family. Together, we will celebrate your child's milestones.

Enrollment Forms Completion

We're very happy to offer our enrollment forms electronically. You have two options:

1. Complete the forms electronically using Adobe® Acrobat Reader and print them out. If you do not have Acrobat Reader, please download it free from the Adobe website. Usage of other PDF readers may result in incomplete forms.
2. Print the forms out and complete them by hand.

Completing the enrollment forms is mandatory.
The advantage to completing them electronically is that if you have more than one child, you will be able to complete all of the forms once. Then you can save the file with a new name and replace only the information specific to each child.

If you choose to complete them electronically, please follow these steps.

1. Open and save the PDF file on your computer. Put it in a place where you'll find it — perhaps on your Desktop or in your Documents folder. Once the file has been saved, close it.
2. Now go to that file on your computer and open it by double-clicking on it. **DO NOT** open the file from the web site and edit it before you have saved it in a specific location (that you can find again) on your hard drive.
3. It is imperative that you save the PDF first. To complete the forms, open the PDF from your hard drive, not your email, and begin.

Some tips to help you complete these forms.

- Check (or click) **Highlight Fields** (at the top of the document on the right in Acrobat). It isn't required for you to fill out the forms, but it will help you see where to place your cursor.
- Where you are given more than one line to enter text, you will need to hit the **TAB** button to go to the next line, or manually click in the next field.
- Please note that the State Forms (Medical and Lead Testing) cannot be completed electronically but are included in your PDF for when you print out the packet.

NOTE State Guidelines require a signature. An electronic signature is valid and if you complete your forms electronically, you must fill out the signature fields. If you print your forms, you must sign them and mail/bring them to your center.