

# Berkley Charter School Registration Requirements PreK3

Please complete and return the following to the front office. Only complete packets will be accepted.

- Birth Certificate
- Physical Exam (dated within 12 months, FRONT and BACK)
- Shot Record
- 2 Proofs of Residency  
(Parent Name and Physical Address must be on the forms.)
  - \_\_\_\_\_ Mortgage, rental or lease agreement, or property tax record
  - \_\_\_\_\_ Utility bill or utility deposit receipt showing name and address
  - \_\_\_\_\_ Voter registration card
  - \_\_\_\_\_ Proof of government benefits (disability, Medicare, food stamps)
- Student Data Collection Form
- Child Care Application for Enrollment
- Fee Agreement signed
- Berkley's Discipline Policy signed
- 1<sup>st</sup> week's non-refundable payment (due by May 31<sup>st</sup>)
- After care Sign-Up (if needed)

When all items are completed, return complete packet to Berkley's front office.

\_\_\_\_\_  
Parent Signature:

\_\_\_\_\_  
Date:



*Office use only:*

*Date received:* \_\_\_\_\_ *Initials of office staff:* \_\_\_\_\_