



## **Child Care Enrollment checklist**

- Read parent handbook
- Complete Application
- Sign and submit signature page from parent handbook
- Submit Child's copy of Immunization records
- Complete and submit attendance form\*
- Submit all documents to:

LCSD Attn: Lauren Sigman

PO Box 1110

Newport, OR 97365

Or scan to-

[Lauren.sigman@lincoln.k12.or.us](mailto:Lauren.sigman@lincoln.k12.or.us)

If you are an LCSD employee you will have the convenience of being enrolled in monthly payroll deduction. If you would like to opt out of payroll deduction please contact Lauren Sigman- 541-270-2456, [lauren.sigman@lincoln.k12.or.us](mailto:lauren.sigman@lincoln.k12.or.us)

\*The first month's tuition will be due upon your child's acceptance into the program, and must be submitted before they can begin attending.