

Enrollment Documents Checklist

Everything California requires for licensed childcare enrollment, all in one place — brought to you by childdaycaretracy.com

Required by California Licensing (LIC 701)

- LIC 701: Physician's Report — Child Care Centers, completed and signed by your child's doctor
- Immunization records (IZ) current for your child's age, per California school and daycare requirements
- Emergency contact information for at least two authorized adults
- Authorized pickup list, including names and ID information for anyone allowed to collect your child

Identity & Enrollment Paperwork

- Your child's birth certificate or another proof of age
- Completed enrollment application and signed provider contract
- Proof of residency (utility bill, lease, or similar) if required by your specific provider
- Custody documentation, if applicable, clarifying who is authorized to make decisions or pick up your child

Health & Safety Forms

- Allergy and medical needs disclosure, including any medication authorization forms
- Signed permission forms for sunscreen, outdoor play, or field trips, if applicable
- Emergency medical treatment authorization in case you can't be reached immediately

Financial & Subsidy Paperwork (If Applicable)

- Subsidy or voucher approval letter, if you're using CCDF or CSPP assistance
- Auto-pay or billing setup forms for tuition

Ready to start the enrollment process?

See our current admissions steps and what happens after you submit these documents. [View Admissions →](#)

Requirements can vary slightly by provider. Always confirm the exact document list with your chosen center before your child's first day to avoid enrollment delays.

Not sure which documents you still need?

Send us your child's age and we'll tell you exactly what's required for enrollment here, plus help with any forms you're missing.

📧 [Contact Us About Enrollment →](#)