

ONBOARDING PAPERWORK CHECKLIST



This checklist contains a list of documents that are required to be completed by all incoming students to the Fred S. Keller School in Yonkers. We will need all the documents below for your child to begin Pre-School at the Keller School in Yonkers. **All documents must be completed to avoid any delays to the start of your child's program/ services.**

DOCUMENT	RESPONSIBILITY	IMPORTANT NOTES
<input type="checkbox"/> General Consent Form	Parents	To hold placement
<input type="checkbox"/> Parental Agreement for Emergency Procedures	Parents	To hold placement
<input type="checkbox"/> Child in Care Medical Statement (Physical/Immunization)	Doctor	Please make sure the date of exam is written on physical.
<input type="checkbox"/> Medication Consent Form	Parents	If N/A please indicate "N/A" and sign.
<input type="checkbox"/> Day Care Enrollment	Parents	
<input type="checkbox"/> Naptime Waiver/ Topical Ointment, ETC.	Parents	
<input type="checkbox"/> Parent Pick-Up Release Form	Parents	Must include two or more contacts other than parents
<input type="checkbox"/> Emergency Health Care Plan for Allergies	Parents	If N/A please complete student name, date of birth and indicate "N/A"
<input type="checkbox"/> Emergency Health Care Plan for Seizures	Parents	If N/A please complete student name, date of birth and indicate "N/A"
<input type="checkbox"/> Procedures for Student Absences & Dismissal	Parents	
<input type="checkbox"/> Parental Consent for Publication and Presentation of Student Data	Parents	
<input type="checkbox"/> Policy on Provided Related Services	Parents	
<input type="checkbox"/> IRIS Text Alert Form	Parents	
<input type="checkbox"/> Assumption of Risk and Waiver Notice	Parents	
<input type="checkbox"/> Recommendation for Related Service Form (Prescription for OT/PT Services)	Doctor	Follow the Medicaid checklist to avoid service delays and errors. Must be on services portion of script. Stamp must be legible. ICD-10 code is required.

END OF CHECKLIST

Please forward all completed forms to info@fredskeller.com

