



## Guardian Enrollment Checklist

We are so happy you are interested in becoming a part of Brightside Academy Ohio. To get started, please complete all applicable items below and returned to the Center Director.

### Section 1: TITLE XX APPLICATION

- Submit Title XX Application or Provider Change Form to Center Director**  
**(If just changing child care provider only Provider Change Form is required and can be filled out and submitted via fax at our center. No additional documents in this section is needed.)**
- Proof of Income:** Verification of all money coming into your household (such as one-month of recent paystubs, tax records, award letters, child support)
- Proof of citizenship or qualified alien status of each child in need of care** (such as birth certificate, SSI card)
- Proof of any child support paid (if applicable)**
- Proof of all qualifying activity for all caretakers in the household:** Verification of a qualifying activity includes but not limited to an official school schedule, work scheduled, self-sufficiency contract, etc.
- 1401-Form has been fill out completely and signed with Title XX Application** (Columbus families only)

### Section 2: Brightside Academy Enrollment Application

- Brightside Academy Enrollment Application** includes but not limited to:
- JFS 01234 Form (2016)** – If any area is marked “Yes” on page 2, you must create a JFS 01236 “Medical/Physical Care Plan” or a JFS 01217 Request for Administration of Medication.  
**JFS 01236 “Medical/Physical Care Plan” or JFS 01217 Request for Administration of Medication Needed:**
- JFS 01305 Form** – Medical Statement completed by doctor **(You have 15 days from start date to complete)**
- Shot Records** needed to start for all children not in grade school *(No required for children in K-12)*
- Photo/Video Release Form**
- Pick-Up Form**

### Section 3: Child and Adult Care Food Program

- CACFP Income Eligibility Form**
- CACFP Income Enrollment Form**
- CACFP Infant Meals – Parent Preference Letter**