



**\*\*SPACE IS LIMITED\*\***

Dear Prospective BASCOL Parent,

Please fill out the registration packet as completely as possible, following specific instructions in packet sections. **Registration forms and fees MUST be returned by the parent or guardian IN PERSON to the BASCOL home office on Wetzel Road.** This is very important because at this time BASCOL staff will give a brief orientation necessary to complete your child's enrollment.

*Please Note the following:*

- For each child enrolled, a **Registration Packet with all required emergency information MUST be completed**. If you are registering more than 2 children, we will provide you with additional forms at the BASCOL office.
- On the **verification form**, please be sure to place your **INITIALS**, not a check mark on the lines.
- If a space provided does not apply to you or your child please write "Not Applicable" or "None".
- If your child will need medication at BASCOL, you will need to have the appropriate Medication Administration Forms (MAT) filled out by your child's physician and yourself. We also ask that you complete a Special Health Care Plan so that we may better care for your child.
- If your child has any special needs, for example- asthma or food allergies, a Special Health Care Plan will need to be completed and a doctor's note may be required.

*To complete the enrollment process, please have the following information completed in the registration packet:*

- Physician and phone number
- Insurance provider and ID #
- Two emergency contacts other than the parents - name, address and phone number

Please direct any questions and concerns you may have to our office staff. BASCOL office hours are Monday through Friday, 7:30 AM to 6:00 PM.

We sincerely hope you and your child will join us for the fun!