



Village Cooperative Nursery School Registration Checklist

We hope that the following checklist will assist in keeping track of what paperwork is required in order for your child to begin the school year at VCNS. Please plan to return all the following documents at our Paperwork and Popsicles meetings (Thursday, August 17, 2023) or you are welcome to mail them by August 31, 2023 to: **VCNS, 251 Post Rd., Wakefield, RI 02879**. Thank you so much for helping to start the year off smoothly!

_____ **State of Rhode Island Physical Form**

This is a standardized form used by RI pediatricians. A copy is available on our website at vcns.org. Please note that in order to attend VCNS, all immunizations must be up-to-date. For the health and safety of all our students and staff, VCNS *does not* accept vaccinations exemptions.

_____ **Emergency Contact Card/Medical Treatment Authorization Form**

_____ **VCNS Release/Pick-up Authorization Form**

_____ **VCNS Background Check (BCI) Form - Parent Volunteers/Substitutes**

***at least one caregiver is required to submit a BCI per family. It is optional to submit the comprehensive background check (this includes fingerprinting) and DCYF Clearance Request. This is only necessary if you'd like to be added to our substitute list or volunteer on a regular basis.**

VCNS requires a state-wide background check for all volunteers in the school. This form requires notarization and a copy of the person's driver's license. Additionally, for any authorized adult interested in volunteering on a consistent basis or being added to our substitution list, DHS requires a comprehensive background check that includes a DCYF Clearance Request, which is done online, and fingerprinting done at the Attorney General's Office in Cranston.

_____ **Volunteer Statement of Confidentiality**

_____ **Parent Handbook Acknowledgement/Photo Release/Zoom Release**

_____ **September 2023 Tuition + \$50 materials and activities fee**