



Shining Light Preschool

We recommend using a desktop computer to complete your enrollment documents.

These HELPFUL HINTS are for completing documents on your computer vs. on your mobile device. If you prefer to use a mobile device, you can still complete documents, but please keep in mind that a few of the documents will be a **bit tedious** to complete on your phone.

There are **two types of paperwork** needed to complete enrollment at SLP. **All documents/file requests are due within 2 weeks of enrolling.**

- **Documents:** Parent completes the fillable PDF documents *provided by SLP on Playground*.
- **File Requests:** Parent uploads the File Requests to Playground. (*Co-op Shot Records, Dr. Report & Child's Shot Record*)

Access the Playground site (<https://app.tryplayground.com/signin>), then navigate to **Paperwork** on the **left menu bar**.

1. Select **Documents Tab** & complete the 10 documents displayed.

2. Select **File Requests Tab** then "Complete" to upload these 5 documents.

Step 1: Documents

Complete Doc #1-6 within **2 days**.

Doc #9 may take 2 weeks for your Dr. to return. Then YOU complete #10.

- 1 Enrollment Record**
- 2 Admission Agreement**
- 3 Parent's Rights [LIC995]**
- 4 Personal Rights[LIC613A]**
- 5 Background Safety Check**
 - All Co-ops, including dad, g-parents, nannies, must complete.
 - Hit 'next page' for an additional form for each adult. Then Submit.
- 6 Co-op Health Statement** - All Co-ops must sign

- 7 Risks and Effects of Lead Poisoning (read only)**
- 8 Consent for Emergency Medical Treatment [LIC627]**
- 9 Child's Dr. Report [LIC701]**
 - If your physician does not have their own version of this form, select "View" to download the provided PDF & **send to your Dr.**
 - Once your doctor completes, **you** will **upload** the completed form in the File Requests tab. (*see box to the right*)

- 10 CA School Shot Record** **Parent** will complete this form.
 - The Ca. Health Department REQUIRES a **uniform display** of Child's Shot Records in light of Health Department inspections.
 - Thank you for **your help** in completing this tedious form!

Step 2: File Requests

If you do not have a PDF, then upload a picture or screenshot within **2 weeks**. SLP allows 2 weeks for you to "find" or complete these File Requests.

- 6-1 CO-OP: Measles** shot record
- 6-2 CO-OP: Tdap/Whooping Cough** shot record
- 6-3 CO-OP: TB Test (Negative)**
CO-OP is the "helper" working in child's class, approximately monthly.

- 9 Child's Dr. Report**
 - *NOTE: You have already sent this form to your doctor OR asked your doctor for an electronic version. **NOW** – upload Dr. Report here.*
- 9a Child's Physicians Shot Record** from your Physician (might be filled out in pg 2 of the Child's Dr Report—if so, re-upload that document here).
 - *NOTE: Use Shot Record to complete Doc. #10.*

NOTE: Incomplete Document Fee

State-licensing requires all documents completed within **two weeks** of enrollment.

- A \$50 Incomplete Document Fee is charged **2 weeks after enrollment**.
- This Incomplete Document Fee will be charged each month thereafter.
- Thank you for **your diligence** in completing all within 2 weeks of enrolling.