



## School-Age Care Student Classroom File Document Checklist

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

| School Closed Micro-Camp<br>(Student Holidays/Teacher Workdays) |                                                                                 | Winter Break<br>(Weekly Rate/Daily Drop-In)                                                                                                                                                |                                                                                                                                                                                                                                                                   | Summer Camp<br>(Weekly Rates) |  |  |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|--|
| Dates of Care<br>(Indicate Specific Dates Requested)            | 9/21/2026                                                                       | 12/21/2026                                                                                                                                                                                 | TCCC is CLOSED<br>12/24, 12/25, 12/31/2026, & 1/1/2027                                                                                                                                                                                                            |                               |  |  |
|                                                                 | 11/2/2026                                                                       | 12/22/2026                                                                                                                                                                                 |                                                                                                                                                                                                                                                                   |                               |  |  |
|                                                                 | 11/3/2026                                                                       | 12/23/2026                                                                                                                                                                                 |                                                                                                                                                                                                                                                                   |                               |  |  |
|                                                                 | 11/25/2026                                                                      | 12/28/2026                                                                                                                                                                                 |                                                                                                                                                                                                                                                                   |                               |  |  |
|                                                                 | 1/29/2027                                                                       | 12/29/2025                                                                                                                                                                                 |                                                                                                                                                                                                                                                                   |                               |  |  |
|                                                                 | 2/1/2027                                                                        | 12/30/2025                                                                                                                                                                                 | <div style="background-color: #d3d3d3; padding: 2px;">Weekly Rates</div> Week 1 June 21 - 25<br>Week 2 June 27 - July 1<br>Week 3 July 6 - 9<br>Week 4 July 12 - 16<br>Week 5 July 19 - 23<br>Week 6 July 26 - 30<br>Week 7 August 2 - 6<br>Week 8 August 16 - 20 |                               |  |  |
|                                                                 | 4/19/2027                                                                       | <div style="background-color: #d3d3d3; padding: 2px;">Spring Break<br/>(Weekly Rate/Daily Drop-In)</div> 3/22/2027<br>3/23/2027<br>3/24/2027<br>3/25/2027<br>3/26/2027 *TCCC Closes at 1pm |                                                                                                                                                                                                                                                                   |                               |  |  |
|                                                                 | 4/20/2027                                                                       |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                   |                               |  |  |
|                                                                 | 5/17/2027                                                                       |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                   |                               |  |  |
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|                                                                 |                                                                                 |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                   |                               |  |  |
|                                                                 | <div style="background-color: #d3d3d3; padding: 2px;">Daily Drop-In Dates</div> |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                   |                               |  |  |
|                                                                 |                                                                                 | <div style="background-color: #d3d3d3; padding: 2px;">Daily Drop-In Dates</div>                                                                                                            |                                                                                                                                                                                                                                                                   |                               |  |  |
|                                                                 |                                                                                 |                                                                                                                                                                                            |                                                                                                                                                                                                                                                                   |                               |  |  |
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The following documents are required for your student's file to complete your Enrollment/Drop-In Care agreements with Tysons Corner Children's Center. These documents will be sent via email once you have completed the top portion of this form. Please be sure to complete and return each of these forms as listed below: (Note: some documents may not apply to your student.)

- ☐ [Child Registration and Identity Verification Form](#) (mandatory first day)
- ☐ [School-Age Parent Enrollment and Agreement Registration](#) (PEAR)
- ☐ New Student Financial Form
- ☐ [Emergency Contact Information and Authorization for Emergency Treatment Form](#) (mandatory first day)
- ☐ [School Entrance Health Inventory](#)
- ☐ Immunization Records (physician may fax or email immunization records directly to center- see information below)
- ☐ [TCCC Policies and Procedures Receipt and Acknowledgement Form](#) (signature required)
  - ☐ Photo Release Authorization
  - ☐ Communicable Disease Policy Acknowledgement
  - ☐ Parent Handbook Receipt and Acknowledgement
  - ☐ Emergency Preparedness Plan Receipt and Acknowledgement
- ☐ [Virginia Child and Adult Care Food Program Form](#) (USDA CACFP) (signature required)
- ☐ [USDA Milk Substitution Form](#) -required for children with milk substitutions (signature required)
- ☐ [Non-Prescription Over-the-Counter Skin Products Authorization Form](#) (if providing products for your child)

### ALLERGY, ASTHMA, and MEDICATION DOCUMENTATION

- ☐ [Medication Authorization Form](#) (physician must complete and sign for any medication to be administered at TCCC)
- ☐ [Allergy and Anaphylaxis Emergency Care Plan](#) (physician must complete and sign for any medication to be administered at TCCC)

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Please send all documents to Ra-Isha:  
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