Tysons Corner Children's Center

2026-2027 School Year/Summer

School-Age Care
Student Classroom File Document Checklist

Child's Name: _____ Date of Birth: _____ Age: _____

Parent Name: _____ Phone Number: _____

Email Address: _____

Dates of Care (Indicate Specific Dates Requested)

	School Closed Micro-Camp (Student Holidays/Teacher Workdays)
☐	9/21/2026
☐	11/2/2026
☐	11/3/2026
☐	11/25/2026
☐	1/29/2027
☐	2/1/2027
☐	4/19/2027
☐	4/20/2027
☐	5/17/2027
☐	
☐	
☐	
☐	
☐	

	Winter Break (Weekly Rate/Daily Drop-In)
☐	12/21/2026
☐	12/22/2026
☐	12/23/2026
☐	12/28/2026
☐	12/29/2025
☐	12/30/2025

TCCC is CLOSED
12/24, 12/25, 12/31/2026, & 1/1/2027

	Spring Break (Weekly Rate/Daily Drop-In)
☐	3/22/2027
☐	3/23/2027
☐	3/24/2027
☐	3/25/2027
☐	3/26/2027 *TCCC Closes at 1pm

	Summer Camp (Weekly Rates)
☐	Week 1 June 21 - 25
☐	Week 2 June 28 – July 2
☐	Week 3 July 6 – 9 *Closed 7/5
☐	Week 4 July 12 - 16
☐	Week 5 July 19 - 23
☐	Week 6 July 26 - 30
☐	Week 7 August 2 - 6
☐	Week 8 August 9 - 13
☐	Week 9 August 16 - 20

	Daily Drop-In Dates
☐	
☐	
☐	
☐	

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 (will be provided by Office Manager)
- ☐ Emergency Contact Information and Authorization for Emergency Treatment Form (mandatory first day)
- ☐ School Entrance Health Inventory (must be submitted within 30 days of enrollment)
- ☐ 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)

Tysons Corner Children's Center - McLean Site
8260 Greensboro Drive, Suite 135
McLean, Virginia 22102
Office: (703) 761-1123

Please send all documents to Ra-Isha:
rpollard@tysonscornerchildren.com