



ASPEN CREEK ACADEMY

GROWING THE FUTURE

Child File Checklist

Use this form as a reference for completing all paperwork. The following forms are required before your child(ren) start at ACA (your registration form is due at the time of enrollment). Please keep this page for your records.

- Policy and Procedure sign off
- Physician's Health Form/Wellness Check
- Official Immunization Record (provided by doctor)
- Emergency Card
- Payment Contract
- Child's Profile
- Consent Forms
 - Medical Release
 - Transportation/Field Trip Consent
 - Permission to Photograph
 - Permission to Use Sunscreen
 - Release of Claims

Fax Number: 303-973-1504

Email Addresses:

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 - Question about payments and finances
 - Questions about automatic credit card withdrawal