

Early Childhood Centers Of Greater Springfield, Inc.

15 CATHARINE STREET, SPRINGFIELD MA 01109

INTAKE CHECKLIST

- Four (4) most recent pay stubs (if paid weekly) **OR** two (2) most recent pay stubs if paid bi-weekly **OR** letter on company letterhead stating date of hire, hours working, and rate of pay (new hires only).
- Copy of TAFDC or Child Care Authorization Form.
- Social Security benefit statement or copy of monthly check.
- Unemployment benefit statement or check stub.
- Accredited college – copy of class schedule indicating number of enrolled credits.
- Vocation training or GED full-time program. Letter from program stating start and end dates as well as days and time attending.
- Birth certificate (long form) for all children in the family.
- Address verification (copy of current utility bill listing address).
- Social Security card for you and child enrolling.
- Picture ID.
- Status Form/Child Support.
- Health insurance card.
- Immunization record (must include lead test).
- Copy of current physical exam.

Questions? Call 413-732-9518, Ext. 261.