When you come to register your child, you must have ALL of the following documentation:

1. **$35.00 enrollment fee** (per child) – cash or money order. Exact change only.

2. A completed *Student Registration Form* application (8 pages).

3. Photo Identification of custodial parent(s) or legal guardian(s).

4. **TWO Proof’s of Residence:**
   - A lease effective during the upcoming school year OR a current mortgage statement or current tax bill showing ownership of a residence in Stamford;
   - **AND**
   - Other documentation, such as a current utility bill - phone, gas, electric or water. Cable or satellite is accepted only if telephone service is included.
   - If the custodial parent/legal guardian does not have 2 forms of proof of residence, a sworn notarized affidavit indicating residence of the landlord must be submitted. **IN ADDITION**, the landlord will need to submit proof of residence, as noted above.

5. **Birth Certificates** (full size) for all children in the household.

6. **Proof of income** for every adult in the household:
   - All families will be required to submit their **most recent tax return**.
   - In addition:
     - If paid weekly - 4 current, consecutive pay stubs;
     - If paid bi-weekly, semi-monthly or monthly - 2 current, consecutive pay stubs;
     - Letter from employer on company letterhead stating gross income (ONLY if you do not get paid by a paycheck);
     - Or, if self-employed - please submit a copy of your most recent tax return.
   - **Additional Income (if applicable)**
     - TFA documentation (current budget sheet).
     - Social Security documentation.
     - Supplemental Security Income (SSI).

7. **Medical Documentation:**
   - Physical exam dated within the last year.
   - Up-to-date Immunizations, including a current Flu Shot.
   - Dental Form.
   - Medical insurance card for your child (if applicable).
   - Documentation of food allergies/restrictions (if applicable).
   - All medical/nutrition forms are available at the 2 CLC locations as well as on our website, [www.clefc.org](http://www.clefc.org).

8. At least 2 **local emergency contact names and numbers**, in addition to the child’s parent(s).

9. **First Fee Payment** (check or money order).

10. **If Applicable:**
    - Current Care4Kids Certificate.
    - Custody Agreement/Proof of Legal Guardianship.
    - IEP (individualized Education Plan).