Free daycare enrollment forms to print

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Five daycare enrollment forms printed blank for families to fill in by hand: enrollment, emergency contacts, authorized pick-up, allergy and care plan, photo permission.

Peabody's daycare enrollment forms are five pages a new family fills in by hand: an enrollment form, emergency contacts, authorized pick-up, an allergy and care plan, and photo permission. They print blank. Nothing about the child is typed into the page, so the child's details exist only on the paper and in your own files. Save them as a PDF from the print dialog if you'd rather email the pack. They are free through the end of 2026, with no sign-in.

Every program needs an enrollment packet, and most providers start from a form someone else made years ago. This post walks through what is on each of Peabody's five forms, what isn't, and how to add what your state asks for.

Why paper, on purpose

Most enrollment "apps" ask the family to type a child's full name, date of birth, address, doctor and allergies into a website. That is a lot of private information about a small child sitting on someone else's server.

These forms do the opposite. The page has no boxes to type into. You print the five forms, the family writes on them with a pen, and you keep them in your files the way your licensing rules say. The enrollment form opens with the line Please fill this in by hand and hand it back. We keep it in our files, not online., and the foot of every form says nothing on it was typed into Peabody.

The five forms

1. Enrollment form. Four parts:

   • Your child: full name, the name the child goes by, date of birth, start date, and the days and hours of care.
   • Parents or guardians: name, phone, email and address, with room for a second parent or guardian.
   • About your child: the languages at home, naps (when and how), foods the child eats or doesn't eat, and anything that helps the child settle.
   • Health: the doctor or clinic and phone, allergies (or "none") and conditions you should know about (or "none").

2. Emergency contacts. Three people you may call if you can't reach the parents, each with a name, a relationship and a phone number. The form asks families to choose people who can come within an hour.

3. Authorized pick-up. Up to three people who may take the child home, and a part for anyone who may not, with a note to give you a copy of any court order. The form says you may ask to see identification and that changes come in writing.

4. Allergy and care plan. For a child with an allergy or a health condition, to be filled in with the child's doctor: what it is, what to avoid, signs to watch for, what to do (step by step, from the doctor) and who to call, in order.

5. Photo permission. One tick: photos may be taken and shared only with the family, taken for the room's displays with no names, or not taken at all. Families can change the answer in writing at any time.

Every form ends with a line for the parent or guardian's signature and the date.

What the forms don't do

They don't cover medicine. A medication record belongs to your program's own form under your state's rules, so the care plan says we follow it, and our state's rules on medicine, exactly as written, and leaves the doses to the doctor's own paperwork. A blank medication log is in logs and postings.

They don't include your fees, hours or policies. That is the contract's job: the contract builder prints an agreement with signature lines from your own terms, and a family handbook.

And they don't know your state. Some states ask for an immunization record, a physician's statement, a transportation permission or a field-trip form. Each form carries the line Check your state's licensing rules for anything else these forms must hold, and add it. Your state's licensing page, linked from Childcare.gov's state resources, lists what it requires.

Putting the packet together

A simple order for a new family:

1. The contract, two copies: one to sign and return, one to keep.
2. The five forms from this page.
3. Your state's own required forms.
4. Your handbook.

Print the pack before the tour, not after: a family who leaves a visit with the paperwork in hand often brings it back on the first day. Put a sticky note on the allergy plan if the family mentioned one during the tour, so it goes to the doctor's visit.

Keeping them

Paper forms are only as private as the drawer they're in. Keep the folder locked, take it with you on field trips only if your rules ask for it, and replace the emergency contacts and pick-up list each year, or whenever a family tells you something changed.

Questions providers ask

Can I edit the wording? Not on the page. Print the forms, then add a line by hand, or copy the wording into your own document. The words are our own, written for this pack.

Is there a PDF? Choose "Save as PDF" in your browser's print dialog and you have one. Send it to families yourself; Peabody never sends anything.

Where's the sign-in sheet? Its own page: the daycare sign-in sheet post walks through it.

While the family fills in the forms, their child can try a story from the open library: free to read, with no account.

Free at peabody.kids/blog/daycare-enrollment-forms