Mt San Jacinto College
Preschool and Child Development Lab Center
Documentation List

Thank you for your interest in our preschool and child care programs.

The following is a list of documentation required to determine family eligibility and placement.

- ❒ Birth Certificates for **ALL** children in the home **(used to determine family size)**
- ❒ Immunization Record for child being enrolled must include:
  - ❒ 3 Polio ❒ 4 DTaP ❒ 3 Hepatitis B ❒ 1 MMR ❒ 1 Hib ❒ 1 Varicella
- ❒ Verification of Income **(must be current within 60 days and include one or more of the following)**
  - ❒ Pay Stubs
  - ❒ Signed and complete tax return for previous year **(with Schedule C if Self-Employed)**
  - ❒ CalWorks or Cash Aid Notice of Action or Passport
  - ❒ Social Security
  - ❒ Disability Benefits
  - ❒ Unemployment Benefits **(Award Letter)** and stubs
  - ❒ Verification of Child Support for **ALL** children in the home
  - ❒ CalFresh Notice of Action
- ❒ Two proofs of Residency **(must be current within 30 days)**
  - ❒ Utility bills
  - ❒ Mortgage Statement
  - ❒ Rental Agreement
- ❒ Physical Exam Form completed by the child's physician (physical must have been performed within the past 12 months of the child's enrollment. It must also include HGB, Lead and TB test results.) Health Insurance Card for child being enrolled

Additional documentation may be required.
Please be advised that income and residency expire after 30 days.