



Attention Parents:

Grand Tots has reviewed your child's file and found that we are missing important information. This information is needed to keep in compliance with our licensure. We are a state licensed facility and must meet all regulations mandated by Indiana State Board of Health.

How to complete this request in-person:

1. Gather your child's records and make copies to be given to the main site.
2. Next, complete the fields below.
3. Give this document along with copies of your child's record to a Grand Tots' staff member **IMMEDIATELY.**

How to complete this request online (you have records as digital file):

1. Locate your child's records on your computer, then complete the fields below.
2. Email this document along with the digital copies of your child's record to grandtotsdaycare@gmail.com **IMMEDIATELY.**

We must have the above documentation no later than September 26th ,2024

Physical: _____

Birth Certificate: _____

Shot Record: _____

Dentist Name & Phone #: _____

Doctors Name & Phone #: _____

IMPORTANT NOTE

If the State Board of Health comes in to evaluate our records and your child's records are not complete services will be terminated immediately! We are required to show all missing documentation prior to your child's reinstatement. *Please remember this is not our regulation but a state regulation.*

Thank You,

Ms. Cheryl A Reynolds, Director

(219) 374-6025

grandtots101@aol.com