



Soapstone Preschool 2026-2027 Medical Form Instructions

- 1) Families, please complete and sign the top portion and Part A of the form.
- 2) The middle portion (Part B) needs to be completed and signed by your child's pediatrician. **Please note:** the information for the middle portion is based on a well-check completed between 8/31/25-8/30/26. If your child has already had a well-check in that timeframe, you do not need to schedule a new appointment. You can simply send this form over to your pediatrician's office for them to complete.
- 3) Please request a copy of your child's most recent immunization records (Part C). The immunization records must be dated between 8/31/25-8/30/26. All students who attend Soapstone Preschool are required to receive vaccinations as outlined by the [North Carolina Department of Health and Human Services](#).
- 4) If your child has an existing allergy or has a condition requiring medication, the preschool will need a copy of an Allergy Plan or a Medication plan, signed by a doctor, uploaded to Procure by August 10, 2026. We will accept whatever form your doctor provides to you to document your child's allergy, medication, and steps to take if a medical situation arises while at preschool.
- 5) **All forms need to be uploaded to your child's Procure profile by August 10, 2026**, or a \$25 late fee will incur. **Please let the Preschool Director if you have any conflicts scheduling doctor appointments prior to this date.**

Uploading to Procure:

Once you have completed the form(s) and have the immunization records, please log into your Procure account and upload them to your child's profile. Directions for uploading documents here:

<https://help.procureconnect.com/en/articles/5423430-parents-how-to-upload-documents>

New families will receive an invitation to join Procure after acceptance into the preschool.

****Helpful hint: Take a picture of the forms and upload them to the Documents section of your child's Procure profile right from your phone!****