

Curriculum Initiative Checklist

Center Name				
Address				
License #		Site Code		Coach

Please initial next to each item to verify that the following documents have been submitted and are completely and accurately filled out. If you are applying for reimbursement for multiple sites, please note that you should submit a SEPARATE application and checklist for each site.

Application Page or Documentation	FOR OFFICE USE ONLY		
	Leader Initials	Coach or Staff Initials	Finance Dept.
Page 1: Center and Curriculum Information			
Page 2: Signed assurances			
Page 3 & 4: Completed Implementation Plan(s) for each curriculum purchased:			
Infant-Toddler Curriculum			
Preschool Curriculum			
Receipts for each curriculum purchased:			
Infant-Toddler Curriculum			
Preschool Curriculum			
Shipping labels for each curriculum purchased:			
Infant-Toddler Curriculum			
Preschool Curriculum			
Owner or Director Signature			

SUBMITTING YOUR APPLICATION

Once your application package is complete, you can submit it through one of the following options:

- Scan all of the documents listed above and email the documents to curriculum@agendaforchildren.org.
- Mail COPIES of all of your materials and documentation to: Agenda for Children, Attn: Curriculum Initiative, 8300 Earhart Blvd. Suite 201, New Orleans, LA 70118. PLEASE DO NOT SEND ORIGINAL RECEIPTS OR SHIPPING LABELS!
- Bring COPIES of all of your materials and documentation to your local Agenda for Children office during "Curriculum Office Hours:"

New Orleans	Mandeville	Houma
8300 Earhart Blvd. Suite 201 New Orleans, LA 70118 Monday – Friday 9 am – 5 pm	1011 N. Causeway Blvd, Suite 39 Mandeville, LA 70471 Mondays Only 1 pm – 4 pm	1340 West Tunnel Blvd, Suite 550 Houma, LA 70360 Mondays Only 9 am – 5 pm

FOR OFFICE USE ONLY

Date Received by Finance		Date Entered into eGMS		Entered into eGMS by	
\$ Requested		Approved by LDE		Date Reimbursement to Center Issued	