

WRITTEN INFORMATION PACKET DOCUMENTATION

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems

Child(ren)'s Name(s): 1. 2. 3.	Center Name: <i>Lakeland Child Care OR Mill Creek Child Care</i> <ul style="list-style-type: none">● <i>"Wee" Are ER Preschool 2020-2021</i>● <i>Kids' Club 2020-2021</i>● <i>Summer Kids' Club 2021</i>
---	--

A written information packet ("**Participant Handbook 2020-2021**") has been provided at the time of enrollment (as hardcopy or online). The packet includes all of the following information:

- ❖ Criteria for admission and withdrawal.
- ❖ Schedule of operation, denoting hours, days, and holidays during which the center is open and services provided.
- ❖ Fee policy.
- ❖ Discipline policy.
- ❖ Food service policy.
- ❖ Program philosophy.
- ❖ Typical daily routine.
- ❖ Parent notification plan for accidents, injuries, incidents, illnesses.
- ❖ Exclusion policy for child illnesses.
- ❖ Notice of the availability of the center's licensing notebook.
 - The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
 - The licensing notebook is available to parents during regular business hours.
 - Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at **www.michigan.gov/childcare**.

❖ **MEDIA RELEASE:** I understand that:

Unless I revoke my permission in writing, **by CIRCLING the number #1 or #2**, All Programs* have permission for the activities (#1 & #2) for the entire year 2020-2021. * Programs: *"Wee" Are ER Preschool, Kids' Club and Summer Kids' Club*

1. I give the programs permission to videotape or photograph my children for school purposes. Newspaper photographers or T.V. reporters may ask to take pictures of student activities. I give permission for my child to appear and to be named in newspaper photographs.
2. I give the programs permission for my children to be videotaped or photographed for educational purposes. If a child's picture is used on our district website www.erschools.com, no names will be included.

- ❖ When **field trips** require transportation, children will be transported by an Elk Rapids Schools' school bus. Any transportation not considered routine, such as field trips, require a signed permission slip prior to departing for field trip. The Program Director will provide written permission slip listing single or multiple field trips for the Parent to give permission including field trip date, time, location and cost (if applicable).
- ❖ **PRE-SCHOOL: Routine Transportation:** If applicable, I allow my Preschool child to be transported to/from school by Elk Rapids Schools' school bus transportation. "Routine transportation" means regularly scheduled travel on the same day of the week, at the same time, to the same destination.
- ❖ **Other:** Parent/Guardian agrees by signature below to follow the stated "**ADMISSION, DEPOSIT, TUITION FEES & SCHEDULES**" For All Programs and has read, understands and agrees to the "**TUITION PAYMENT & STATEMENTS**" For All Programs AND 7 Day "**Extended Time Off**" Notice as outlined in the "Participant Handbook 2020-2021".

Parent/Guardian agrees by signature below, to read and follow all program handbook policies & certifies receipt of the above items.

Parent/Guardian Signature

Date

NOTE: A single BCAL-4340 "Written Information Packet Documentation" form may be used for all children in the same family.

LARA is an equal opportunity employer/program.



Parent Provided Food Agreement

I understand that the Center offers meals and snacks according to the minimum meal requirements of the Child and Adult Care Food Program (CACFP).

Per Child Care Licensing rule R 400.8330 (2), A written agreement must be kept on file at the center if the parent has agreed to provide formula, milk, or food. The center shall provide an adequate amount of formula, milk, or food if the parent does not.

I, _____, the parent/ legal guardian of _____,

agree to provide the "Wee" Are ER Preschool and/or Kid's Club Program Center with adequate formula, milk, or food for my child:

(Choose ONE)

Each day they are in care

On days when they do not want lunch from the center

On the following days each week: **Monday, Tuesday, Wednesday, Thursday, Friday**

(circle all that apply)

I understand that the center will provide an adequate amount of food for meals and snacks if I do not provide it for my child, and that I may be charged a fee for the meals and snacks.

I further understand that all milk and food brought from home MUST BE labeled with my child's first and last name and the current date.

Parent/ Guardian Signature _____ / _____

Date

Parent/Guardian Printed Name _____