

**ENCLOSED IS A 2024-2025 REGISTRATION PACKET  
FOR CLAWSON SCHOOLS  
4-YEAR-OLD PRESCHOOL PROGRAMS**

**TO REGISTER:**

- 1. COMPLETE ALL REGISTRATION FORMS**
- 2. COMPLETE EMERGENCY CARD**
- 3. BRING IN A COPY OF BIRTH CERTIFICATE**
- 4. COMPLETE ATTACHED IMMUNIZATION FORM**
- 5. BRING IN \$60 (\$100 FOR MORE THAN 1 CHILD) NON-REFUNDABLE REGISTRATION FEE.**

**WE CAN NOW INVOICE YOU VIA PAYPAL FOR ALL PAYMENTS. WE ALSO ACCEPT CHECKS OR MONEY ORDERS PAYABLE TO CLAWSON SCHOOLS. CASH PAYMENT IS NO LONGER ACCEPTED.**

**ALL OF THE ABOVE ITEMS ARE NECESSARY  
TO REGISTER.**

**REGISTRATION BEGINS  
AT THE CLAWSON EARLY CHILDHOOD CENTER  
626 PHILLIPS AVE.  
THURSDAY, MARCH 7<sup>th</sup>, 2024  
TO REGISTER AFTER JUNE 7<sup>th</sup>, 2024  
CALL CLAIRE PROST AT 248-655-4402.**

**REGISTRATION IS ON A FIRST COME—FIRST SERVE BASIS**

**THE FIRST DAY OF THE 2024-25 SCHOOL YEAR  
WILL BE MONDAY SEPTEMBER 9<sup>th</sup>, 2024.**

Dear Parents/Guardians:

Clawson Schools is offering two 17-week semesters of preschool **for children who will be four years of age by September 1, 2024.** The program will begin on Monday, Sept. 9th at the Clawson Early Childhood Center, 626 Phillips Ave., Clawson, Michigan, 48017.

### **PRESCHOOL CLASSES**

Class times are 8:30 – 11:30 am for our morning sessions and 12:30 – 3:30 pm for our afternoon sessions. You may enroll your child 2 or 4 days per week. Children who attend 2 days per week may attend on Monday/Wednesday or Tuesday/Thursday. Children who attend 4 days per week attend Monday through Thursday. Parents will be required to donate the treat, drink, cups, and napkins for their assigned snack days.

### **FREE 4-YEAR-OLD SCHOOL- GREAT START READINESS PROGRAMS**

**Enrollment will begin on Monday, January 8<sup>th</sup> 2024** for our **FREE** GSRP (Great Start Readiness Program) preschool program for children who will be 4 years of age by September 1, 2024. This program meets 4 days per week—Monday through Thursday. We are currently offering all day sessions. The all-day classes will meet from 8:30am-3:30pm. To qualify for this free program, families must qualify based on low income or meet two eligibility factors—see attached GSRP information sheets.

**Low income may be a factor but it is not mandatory—although 90% of the class must qualify for free or reduced lunch income guidelines. PLEASE NOTE NEW INCOME GUIDELINES.**

If you are aware of any child or family who may qualify for this FREE preschool program, please have the family contact Claire Prost at 655-4402 or Heather Kotz at 655-4414 for information and/or a GSRP application form.

### **HEALTH FORMS**

The State of Michigan requires that any child entering school must have the enclosed health form completed. The enclosed health form must be completed by you AND your child's doctor. **This form must be turned on or before October 1<sup>st</sup>, 2024. If your child qualifies for our FREE GSRP program, the health form is due the first day of the GSRP program—Monday, Sept. 9<sup>th</sup>, 2024. PLEASE NOTE** that certain sections of the health form must be completed by a doctor. **Health forms are only valid for 1 year.**

### **IMMUNIZATIONS**

When registering your child, the State of Michigan requires that you show proof of immunizations. Please complete attached immunization sheet and bring to registration. To complete an immunization waiver form, please contact your child's pediatrician or Oakland County Health Department. Health forms are only valid for 1 year.

### **TUITION**

Tuition fees are listed on the registration form. **In addition, there is a \$60 (\$100 for more than 1 child) non-refundable enrollment fee due at registration.** Families who live outside Clawson also pay an additional \$25 out of town fee each semester.

### **PARENT MEETING**

There will be a mandatory parent meeting in the beginning of September, but exact location, time and date have not yet been set.

### **REGISTRATION**

**Please complete the enclosed registration forms. Please bring with you a copy of your child's birth certificate when you register. Registration for the 4-year-old preschool programs will take place from Thursday, March 7<sup>th</sup> through Thursday, June 7<sup>th</sup> by appointment only. There will be a sign-up genius link posted on our website where you will sign up for a time. This link will be posted on Monday, March 4<sup>th</sup> at 9 AM. Please note that registration is on a first come first serve basis. To register after June 7<sup>th</sup>, please call Claire Prost at 248-655-4402.**

**A \$60 (\$100 for more than 1 child) non-refundable enrollment fee is due at registration. Checks or money orders should be made payable to Clawson Schools. Cash payments are no longer accepted.**

**The first half of first semester tuition is due the week of September 9<sup>th</sup> 2024 or you may pay monthly from September through May. We accept checks or money orders made payable to Clawson Schools. You can make monthly payments September through May. You may also pay via PayPal if you request to have an invoice sent to you. Please make sure you provide us with an email you use for PayPal.**

Clawson Schools also has programs and assessments available for children birth to age 5 whose parents may have concerns about developmental delays in the areas of speech and language, gross or fine motor, cognitive, and/or social-emotional development. Call Julie Carl at 248-655-4416.

If you have any questions or concerns, please call Claire Prost at 248- 655-4402.

Sincerely,

Claire Prost  
Clawson Preschool Coordinator

**4-YEAR-OLD PRESCHOOL REGISTRATION FORM –2024-25 SCHOOL YEAR**

**PLEASE PRINT:**

**NAME OF CHILD** \_\_\_\_\_

**M** \_\_\_ **F** \_\_\_ **BIRTH DATE** \_\_\_\_\_

**PARENT/GUARDIAN NAMES** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE (home)** \_\_\_\_\_ **(work)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

1. Is your child's native tongue a language other than English?  Yes  No  
2. Is the primary language used in your child's home or environment a language other than English?  
 Yes  No

If yes, what is the language? \_\_\_\_\_

**Please check class times and fees which applies to your child:**

**AM CLASSES:**

**4-YEAR-OLD CLASS**

- \_\_\_\_\_ 3-hour class—8:30-11:30—Mon/Wed--\$960 per semester plus enrollment fee  
\_\_\_\_\_ 3-hour class---8:30-11:30---Tues/Thurs--\$960 per semester plus enrollment fee  
\_\_\_\_\_ 3-hour class---8:30-11:30---Mon thru Thurs- 1695 per semester plus enrollment fee  
\_\_\_\_\_ Additional \$25 OUT OF TOWN FEE PER SEMESTER

**PM CLASSES:**

**4-YEAR-OLD CLASS**

- \_\_\_\_\_ 3hour class---12:30-3:30---Mon/Wed---\$960 per semester plus enrollment fee  
\_\_\_\_\_ 3-hour class---12:30-3:30---Tues/Thurs---\$960 per semester plus enrollment fee  
\_\_\_\_\_ 3-hour class---12:30-3:30---Mon thru Thurs--\$1695 per semester plus enrollment fee  
\_\_\_\_\_ ADDITIONAL \$25 OUT OF TOWN FEE PER SEMESTER

**FEE ENCLOSED:** \$ \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_

**OR**

**INVOICE ME VIA PAYPAL**

**EMAIL:** \_\_\_\_\_

## **INFORMATION ON FREE GSRP PROGRAMS**

**To qualify for the GSRP program, children must meet the following requirements:**

- 1. Child must turn 4 years of age by September. 1, 2024.**
- 2. Family must qualify based on low income or meet 2 eligibility factors (shown below) and show proof. While a family does not have to qualify based on low income requirements, 90% of the children in each class must qualify based on income standards below.**

### **GSRP ELIGIBILITY FACTORS:**

**Families that qualify based on extremely low income only need 1 eligibility factor to qualify for GSRP program.**

\_\_\_\_\_ **Low family income:**

- Family of 2: up to \$78,880
- Family of 3: up to \$99,440
- Family of 4: up to \$120,000
- Family of 5: up to \$140,560
- Family of 6: up to \$161,120
- Family of 7: up to \$181,680
- Family of 8: up to \$202,240

\_\_\_\_\_ **Diagnosed disability or identified developmental delay**

**(Child is eligible for special education services or child's developmental level is less than that of expected for his/her chronological age, or chronic health issues cause development or learning problems).**

\_\_\_\_\_ **Severe or challenging behavior**

**(Child has been expelled from preschool or child care center).**

\_\_\_\_\_ **Primary home language other than English**

\_\_\_\_\_ **Parent/parents with low educational attainment  
(Parent did not graduate from high school)**

\_\_\_\_\_ **Abuse or neglect of child or parent**

\_\_\_\_\_ **Environmental Risks (Only count as 1 risk factor)**

- **Parental loss due to death, divorce, incarceration, military service, or absence**
- **Sibling issues—chronic illness, behavior, disability or death.**
- **Teen parent (Not yet age 20 when first child was born)**
- **Family is homeless or without stable housing**
- **Residence in a high-risk neighborhood**
- **Prenatal or postnatal exposure to toxic substances known to cause learning or developmental delays.**

**If interested in the GSRP Program, please call Claire Prost at 248-655-4402 or Heather Kotz at 248-655-4414.**

**Enrolling for the GSRP Program is available now. Applications can be found on our website at: <https://www.clawsonschools.org/clawson-preschool/>**

**If you would like a paper application mailed to you, please call Heather Kotz at 248-655-4414 or Claire Prost at 248-655-4402.**

**You can also apply online using the link below:**

**<https://forms.gle/kMtZ23d9U7nd6toa8>**

**IMMUNIZATION RECORD**

\_\_\_\_\_  
**CHILD'S NAME**

\_\_\_\_\_  
**BIRTH DATE**

**PLEASE WRITE THE DATES YOUR CHILD HAS HAD THE FOLLOWING SHOTS:**

**DPT:**

- 1.
- 2.
- 3.
- 4.
- 5.

**POLIO:**

- 1.
- 2.
- 3.
- 4.

**HAEMOPHILUS INFLUENZAE TYPE B (HIB):**

- 1.
- 2.
- 3.
- 4.

**MMR:**

- 1.
- 2.

**PNEUMOCOCCAL CONJUGATE (PCV):**

- 1.
- 2.
- 3.
- 4.

**HEPATITIS B:**

- 1.
- 2.
- 3.

**VARICELLA (chicken pox vaccine)**

- 1.

**or if your child has had chickenpox, please list date and year:**

\_\_\_\_\_

# Required Immunizations for Michigan Childcare/Preschool Attendance

Communicable disease rules are the minimum standard for preventing disease outbreaks in child care settings.

To be protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2014 Recommended Immunization Schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or [www.michigan.gov/immunize](http://www.michigan.gov/immunize)

**\*\* All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

## Childcare/Preschool Entry Requirements

Age → Vaccine**↓	Birth through 1 month		2 months through 3 months		4 months through 5 months		6 months through 15 months		16 months through 18 months		19 months through 4 years		5 years
Diphtheria, Tetanus, Pertussis	None		1 dose DTaP		2 doses DTaP		3 doses DTaP		3 doses DTaP		4 doses DTaP		None
Pneumococcal Conjugate (PCV7 and/or PCV13)	None		1 dose		2 doses		3 doses		4 doses OR age appropriate complete series		1 dose on or after 24 mo OR age appropriate complete series		None
<i>H. influenzae</i> type b	None		1 dose		2 doses		2 doses		1 dose on or after 15 months of age OR age appropriate complete series		3 doses		None
Polio	None		1 dose		2 doses		2 doses		2 doses		3 doses		None
Measles,* Mumps,* Rubella*	None		None		None		None		1 dose on or after 12 months of age		2 doses		None
Hepatitis B*	None†		1 dose		2 doses		2 doses		2 doses		3 doses		None
Varicella* (Chickenpox)	None		None		None		None		1 dose on or after 12 months of age OR current lab immunity OR reliable history of disease		2 doses		None

\*Current laboratory evidence is acceptable instead of immunization with that antigen.

† Hepatitis B may be administered as early as birth.

This table represents the minimum required immunizations for childcare centers





# When Do Children and Teens Need Vaccinations?

Age	HepB Hepatitis B	DTaP/Tdap Diphtheria, tetanus, pertussis (whooping cough)	Hib Haemophilus influenzae type b	-IPV Polio	PCV Pneumococcal conjugate	RV Rotavirus	MMR Measles, mumps, rubella	Varicella Chickenpox	HepA Hepatitis A	HPV Human papillo- mavirus	MCV4 Meningococcal conjugate	Influenza Flu
Birth	✓											
2 months	✓ (1-2 mos)	✓	✓	✓	✓	✓						
4 months	✓	✓	✓	✓	✓	✓						
6 months		✓	✓		✓	✓						
12 months												
15 months	✓ (6-18 mos)	✓ (2-18 mos)	✓ (12-15 mos)	✓ (6-18 mos)	✓ (12-15 mos)							
18 months												
19-23 months		Catch-up	Catch-up	Catch-up	Catch-up							✓ <small>(One dose each fall or winter to all people ages 6 mos and older)</small>
4-6 years		✓		✓			✓	✓				
7-10 years		Catch-up										
11-12 years		✓ Tdap		Catch-up								
13-15 years		Catch-up (Tdap)								✓✓✓	✓	
16-18 years										Catch-up	Catch-up	

**\*Please note:** Cases of pertussis (whooping cough) have increased in children, teens, and adults in the last few years. Tragically, some infants too young to be fully protected by vaccination have died. Ask your doctor or nurse if your children have received all the pertussis shots needed for his or her age. Also, if you haven't had your pertussis shot, you need to get one.

**What is "Catch-up?"** If your child's vaccinations are overdue or missing, get your child vaccinated as soon as possible. If your child has not completed a series of vaccinations on time, he or she will need only the remainder of the vaccinations in the series. There's no need to start over.

Technical content reviewed by the Centers for Disease Control and Prevention, November 2011. [www.cdc.gov/vaccines/imz/downloads/pdf/11-1111.pdf](http://www.cdc.gov/vaccines/imz/downloads/pdf/11-1111.pdf) • Item #9488 (1/11)

## CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing Bureau

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission	Date of Discharge
Name of Child (Last, First, Middle Initial)			Child's Date of Birth
Address (Number and Street, Building/Apartment Number)		City	State Zip Code
Parent/Legal Guardian's Name	Primary Phone ( )	Parent/Legal Guardian's Name (Optional)	Primary Phone ( )
Home Address (if not child's address)	2 <sup>nd</sup> Phone (if applicable) ( )	Home Address (if not child's address)	2 <sup>nd</sup> Phone (if applicable) ( )
City	State Zip Code	City	State Zip Code
Email Address (optional)		Email Address (optional)	
Employer Name	Work Phone ( )	Employer Name	Work Phone ( )
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ( )	
Hospital Preferred for Emergency Treatment (optional)			
Allergies, Special Needs and/or Special Instructions? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain: (Attach additional sheets, if necessary.)			

See Reverse Side

CCL-3731 (Rev. 3/17/2022) Previous editions 7-18 & 4-21 may be used

**Emergency Contact & Release of Child:** List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	( )	( )
2.	( )	( )
3.	( )	( )

**Release of Child Only:** List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	( )	2.	( )
3.	( )	4.	( )

**Parent/Legal Guardian Initials:**

\_\_\_\_\_ I give permission to Clawson Preschool, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.

Signature of Parent or Guardian

Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	

CCL-3731 (Rev. 3/17/2022) Previous editions 7-18 & 4-21 may be used

**CLAWSON PUBLIC SCHOOLS**  
**STUDENT DATA FORM** (please print)

Student# _____	Year of Grad. _____
Entry Date _____	Schools of Choice _____
Resident District _____	

School to attend: \_\_\_\_\_ Entering Grade: \_\_\_\_\_

Student's **Legal Name:** \_\_\_\_\_ Gender:  Male  Female  
(As shown on birth certificate) Last First Middle Name

Birth date: \_\_\_\_\_ Birth Place: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Month / Day / Year City or Township

Address: \_\_\_\_\_  
Number Street Apt. # City Zip Code

Primary Phone Number \_\_\_\_\_

**Ethnicity/Race Information** (collected for statistical purposes only)

Part A. Is this student Hispanic/Latino? (Choose only one)

No, not Hispanic/Latino

Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin regardless of race)

The above question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your student's race to be.

Part B. What is the student's race? (Check all that apply)

American Indian/Alaska Native  Asian  Black/African American  Native Hawaiian/Other Pacific Islander  White

**MEDICAL CONDITIONS/PROBLEMS: check all that apply**

# If checked a medical plan must be on file in your child's school office

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> ADD/ADHD            | <input type="checkbox"/> Headaches        | <input type="checkbox"/> Seizure disorder #              |
| <input type="checkbox"/> Asthma #            | <input type="checkbox"/> Heart Condition  | <input type="checkbox"/> Other Allergy: _____            |
| <input type="checkbox"/> Bee Sting Allergy # | <input type="checkbox"/> Nose bleeds      | <input type="checkbox"/> Other Medical Conditions: _____ |
| <input type="checkbox"/> Diabetes#           | <input type="checkbox"/> Peanut Allergy # |  |

\*Takes medication regularly? Please indicate medication and how often taken \_\_\_\_\_

\*If taken during school hours, please contact school and obtain an Authorization for Medication form to be completed by the student's physician and parent or guardian.

**LAST SCHOOL ATTENDED:**

School Name \_\_\_\_\_ Grade \_\_\_\_\_  
Address \_\_\_\_\_ Date Entered \_\_\_\_\_ Date Left \_\_\_\_\_  
City \_\_\_\_\_ State & Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

**SERVICES YOUR CHILD RECEIVED AT PRIOR SCHOOL:**

Does your child have a 504 plan? Yes \_\_\_\_\_ No \_\_\_\_\_ (Please provide a copy of the 504 plan)  
Does your child have an IEP (Individual Education Plan) Yes \_\_\_\_\_ No \_\_\_\_\_ (Please provide a copy of the IEP and MET)

Eligibility (if known) \_\_\_\_\_

**Information about Parents / Guardians:**

	<u>Female Parent/Guardian in Household</u>	<u>Male Parent/Guardian in Household</u>	<u>PARENT Living Elsewhere</u>
<i>Name:</i>			
<i>Relationship to child:</i>			
<i>Cell Phone:</i>			
<i>Work Phone:</i>			
<i>Email:</i>			
<i>On Full-time Active Military Duty?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent Living Elsewhere Address: _____ (Should this person receive mailings?) <input type="checkbox"/> Yes <input type="checkbox"/> No    Are custody papers on file with Clawson Public Schools <input type="checkbox"/> Yes <input type="checkbox"/> No Clawson Public Schools <b>cannot enforce</b> custody restrictions without a court order on file.			

**Emergency Contact Information:**

When parent/guardian is unavailable, please list four adults to whom the child can be released from school due to illness and/or provide transportation. Adults may be asked to present identification. List in order of preference. **PLEASE PRINT LEGIBLY**

NAME \_\_\_\_\_ RELATIONSHIP TO CHILD \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP TO CHILD \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP TO CHILD \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP TO CHILD \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

**Other children that reside in the home:**

<u>Child's Name</u>	<u>Birth Date</u>	<u>Relationship</u>	<u>Grade</u>

Please note any problems or concerns, which would assist the school in working with your child:

---

I affirm that as the parent/legal guardian, all information provided above is true and accurate, and that my child and I reside at the listed address. I understand any false information provided by me, may subject me to legal penalties for perjury.

\_\_\_\_\_  
Parent/Legal Guardian signature

\_\_\_\_\_  
Date

CLAWSON PUBLIC SCHOOLS  
HOME LANGUAGE SURVEY

The Clawson Public Schools district is collecting information regarding the language background of each of its students. This information will be used by the district to determine the number of children who should be provided bilingual instruction according to Sections 380.1152-380.1157 of the School Code of 1995, Michigan's Bilingual Education Law.

Today's Date \_\_\_\_\_ School \_\_\_\_\_

Name of student \_\_\_\_\_  
First Middle Last

Student birth date: \_\_\_\_\_ Grade \_\_\_\_\_ Country of birth \_\_\_\_\_

1. Is your child's native tongue a language other than English?  Yes  No  
(The child's native tongue/language is the language most often spoken by the student.)  
If yes, what is that language? \_\_\_\_\_
2. Is the primary language used in your child's home or environment a language other than English?  
(The primary language is the dominant language used at home regardless of the language spoken by the student.)  
 Yes  No  
If yes, what is that language? \_\_\_\_\_
3. Did your child attend school in another country?  Yes  No  
If yes: How many years? \_\_\_\_\_ Which country? \_\_\_\_\_
4. Has your child been enrolled in a school in the United States?  Yes  No  
If yes, when did your child first enroll in that school? Month \_\_\_\_\_ Year \_\_\_\_\_
5. What language (or languages) does your child read? \_\_\_\_\_
6. What language (or languages) does your child write? \_\_\_\_\_
7. Has your child ever been in a bilingual or English as a Second Language program? \_\_\_\_\_
8. If so, what was the last grade in which he/she was enrolled in that program? \_\_\_\_\_

I understand that my child, \_\_\_\_\_, will receive English language proficiency testing if he/she speaks a language other than English. I will be notified if my child qualifies for English as a Second Language program services. I understand that at that time I have the right to refuse English as a Second Language program services for my child. However, I can request services at a later date.

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date

CLAWSON PRESCHOOL  
PARENTAL RELEASE FORM

Dear Parent/Guardian:

Occasionally, for educational purposes, pictures or videotaped recordings will be made in classrooms and/or of students in other school programs. Some of the pictures or recordings may be used in presentations or used on local cable or broadcast stations or in local newspapers. Your child's name may be mentioned with either a picture or in the videotaped recordings.

**PLEASE CIRCLE DO OR DO NOT IN THE FOLLOWING STATEMENTS:**

I DO/DO NOT give permission for \_\_\_\_\_  
(Student's Name)  
to be included in any videotaped recordings.

I DO/DO NOT give permission for \_\_\_\_\_  
(Student's Name)  
to be photographed for the news media or special programs and/or  
presentations.

I DO/DO NOT give permission for \_\_\_\_\_  
(Student's Name)  
photographs and/or videotaped recordings to be put on school related websites.

I understand my child's name may be used in conjunction with any pictures(s)  
used.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**MEDICATION PERMISSION AND INSTRUCTIONS  
CHILD CARE HOMES AND CENTERS  
Department of Licensing and Regulatory Affairs  
Bureau of Community and Health Systems  
Child Care Licensing Division**

If you are giving or applying any medication to a child in care, the following must be completed by the parent for each medication. An interruption in medication will require a new permission form.

**TO BE COMPLETED BY PARENT**

I give my permission for \_\_\_\_\_ to give or apply the medication  
(Caregiver, Facility)  
\_\_\_\_\_, to my child \_\_\_\_\_, as follows:  
(Specify, prescribed medication/over the counter product) (Child's Name)

**DIRECTIONS:**

1. Date to Begin Giving Medication	2. Date to Stop Medication
3. Time Medication is to be Given	4. Amount (Dose) of Medication Each Time Given
5. Storage of Medication	
6. Other Directions, if Any	
Signature of Parent	Date

**TO BE COMPLETED BY THE CAREGIVER GIVING THE MEDICATION:**

DATE	TIME	AMOUNT GIVEN	CAREGIVER'S NAME	CAREGIVER'S SIGNATURE

It is recommended this form be reviewed with the parent every 3 months if the medication is ongoing.

LARA is an equal opportunity employer/program.

## CHILD PLACEMENT CONTRACT

Note: This contract is required of all licensed child care centers by R400.5105b of the Michigan Administrative Code. The Michigan Department of Consumer and Industry Services is required to inspect the child care center and enforce the contract based on the terms provided in this contract.

Clawson Public Schools agrees to provide child care services for the following named child:

\_\_\_\_\_  
(Printed Name of Child)

\_\_\_\_\_  
(Date of Birth)

The Clawson Public Schools, as a licensed child care facility, will provide the following provisions of the Michigan Administrative Code as required by R 400.5105b:

### **R400.5102 Licensee.**

Rule 102. (2) A licensee shall have the following administrative responsibilities regarding staff:

- (b) Develop and implement a written screening policy for all staff and volunteers including parents who have contact with children.

### **R400.5106 Program.**

Rule 106. (1) A center shall provide a program of daily activities and relationships that offers opportunities for the developmental growth of each child in all of the following areas:

- (a) Physical development, including large and small muscle.
- (b) Social development, including communication skills
- (c) Emotional development, including positive self-concept.
- (d) Intellectual development

- (2) A center shall permit parents to visit the program for the purpose of observing their children at all times.
- (3) A center operating with children in attendance for 5 or more hours per day shall provide for daily outdoor play, unless prevented by inclement weather conditions.
- (4) A center shall provide child under school age in attendance for 5 or more continuous hours a day with an opportunity to rest.
- (5) A center shall provide children less than 3 years of age with an opportunity to rest regardless of the number of hours in care.
- (6) A center shall permit children under 12 months of age to eat and sleep on demand.

[R 400.5205 and R 400.5209 apply only to children from birth to 2 ½ years of age as required in Part 2 of these rules.]

### **R 400.5205 Formula; milk;foods**

Rule 205. (1) The requirements of R 400.5110 apply to infant formula and feeding in addition to the requirements of subrules (2) to (11) and (13) of this rule.

- (2) When a center provides formula for the child who is on the infant formula, commercially prepared, pre-bottled, ready-to-feed formula shall be provided. A center shall keep a list of formulas it offers and the number of calories per ounce that each formula provides.
- (3) A formula shall be iron-fortified for a child who is less than 6 months of age, unless otherwise recommended by the parent or a licensed physician for the individual child. Iron-fortified cereal if not already provided the recommended by the parent or licensed physician for the individual child.
- (4) Formula left in a bottle at the end of a feeding shall be discarded with the bottle.
- (5) Special formula required for an individual child by the center in commercially prepared, pre-bottled, ready-to-feed units, unless provided by the parent as specified in subrule (12) of this rule.



- (6) When formula is discontinued, all of the following provisions shall apply:
- (a) A center provide and use whole homogenized vitamin D-fortified cow's milk, unless otherwise directed by the parent or a licensed physician.
  - (b) Milk shall be poured into clean cups or bottles and have sanitized nipples. Excess milk left in a bottle or cup shall be discarded.
  - (c) Nipples shall be thoroughly cleaned and sanitized after each feeding and before being used again. This sterilization shall be by boiling the nipples for not less than 5 minutes.
- (7) This rule does not preclude a mother from visiting the center in order to breast-feed her child or from sending to the center expressed milk for the child.
- (8) A child too young to sit in a highchair or at a feeding table shall be held in a semi-sitting position or placed in an infant seat while being fed.
- (9) A child who is unable to hold his or her bottle shall be held when the bottle is given.
- (10) Solid foods shall be introduced to the individual child according to the parent's or a licensed physician's instructions.
- (11) Commercial baby food containers that are opened, and foods prepared in the center which are stored, shall be covered, dated, and labeled as to the contents and refrigerated. The contents shall be used or discarded within a 36 hour period. A child shall not be fed directly from baby food containers if the contents are to be fed to the child at more than 1 sitting or more than 1 child.
- (12) When a parent chooses to provide formula or food in accordance with R 400.5110(1)(b), the center shall assure that the food, formula, bottles, nipples, and containers comply with all of the following provisions:
- (a) Formula shall be prepared at the child's home and placed in an assembled bottle unit before being brought to the center.
  - (b) Formula, milk, and perishable foods needing refrigeration shall be refrigerated. Formula shall not be stored longer than 24 hours after opening. Foods shall be covered and labeled as to the contents, date of opening, and the specific child for whom its use is intended. Foods other than formula shall be used or discarded within a 36 hour period after opening.
  - (c) Each bottle and nipple supplied by a parent shall be used for a single feeding only and then returned to the parent.
  - (d) Formula and milk left in a bottle at the end of a feeding shall be discarded.
- (13) An exception to subrules (2) and (3) of this rule may be made when a center which provides formula is located in an area where commercially prepared, pre-bottled, ready-to-feed formula is not available for center use and the center is in compliance with all of the following provisions:
- (a) All formula shall be commercially prepared ready-to-feed formula
  - (b) All formula shall be poured directly from the opened can of formula into clean bottles with disposable liners.
  - (c) All nipples shall comply with either of the following provisions:
    - (I) Be disposable nipples, each of which shall be for a single use only by an individual child (II) and shall be discarded after use.
    - (II) Be reusable nipples, each of which is cleaned after each single use with hot detergent water and rinsed thoroughly. Each reusable nipple shall then be sterilized by boiling fully for not less than 5 minutes in water before reuse.
  - (d) Each liner shall be for a single use only by an individual child and shall be discarded after use along with any remaining formula.
  - (e) All liner, nipples, formula and other equipment used in bottle preparation shall be prepared, handled, and stored in a sanitary and sterile manner as required to safeguard children.
  - (f) Prepared bottles and opened cans of formula shall be refrigerated until used by the child.
  - (g) All opened formula which has not been used within the manufacturer's stated use time after opening shall be discarded. All bottles filled with formula and all opened cans of formula shall be dated to show the date and time of the opening of the commercially prepared formula and the manufacturer's stated use time of the formula. An individual formula for an individual child shall be labeled identifying the individual child for whom its use is intended. Bottles liners and disposable nipples of the unused bottles shall be discarded with the formula. Reusable nipples shall be cleaned and sterilized as required in subdivision (c) of this subrule before being used by a child.

**Rule 400.5209 Diapering; toilet training plan.**

Rule 209. (1) Diapers shall be disposable or from a commercial diaper service. If a child's health condition necessitates that disposable diapers or diapers from a commercial service cannot be used, then an alternative arrangement may be made according to the parent's or a licensed physician's instructions.

- (2) Diapering shall be done in the child's own crib or in a designated diapering area.
- (3) A center shall maintain a diapering area, and all supplies and equipment shall be maintained in a safe and sanitary manner.
- (4) The caregiver shall thoroughly wash his or her hands after each diapering, and after cleaning up bodily fluids, using soap and running water.
- (5) A washcloth or towel, or both used in diapering shall not be used subsequently on another part of the body or for any other purpose until laundered.
- (6) Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home, and at a minimum, shall include washing hands after toilet use. The center shall empty and sanitize all training devices immediately after each use.
- (7) The caregiver shall change diapers when soiled or wet.

~~(This area is reserved for the use of the parent.)~~

**Upon signing this agreement, the parent, legal guardian or responsible adult and the child care facility agrees to abide by all of the provisions contained in the contract.**

In witness whereof, the parties hereto have executed this contract as of the specified date:

Parent, Legal Guardian or Responsible Adult

Clawson Public Schools

*Claire Prost*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Claire Prost

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship to Child

Clawson Preschool Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## HEALTH APPRAISAL

**Dear Parent or Guardian:** The following information is requested so that the school can work with the parent to meet the physical, intellectual and emotional needs of the child. Fill out the information requested in Section I. Section III may be certified by the transcription of information from the certificate of immunization. The remaining sections are to be completed by a doctor, nurse and dentist. **(BE SURE TO BRING YOUR CHILD'S IMMUNIZATION RECORDS TO THE EXAMINATION.)**

### PERSONAL

CHILD'S NAME (Last, First, Middle)			DATE OF BIRTH (mm/dd/yy) / /
ADDRESS (Number & Street)	(City)	(ZIP Code)	TODAY'S DATE (mm/dd/yy) / /
PARENT/GUARDIAN (Last, First, Middle)			HOME TELEPHONE NUMBER ( )
ADDRESS (Number & Street)	(City)	(ZIP Code)	WORK TELEPHONE NUMBER ( )

### SECTION I - HEALTH HISTORY

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 10%; text-align: center;">Residual</td> <td style="width: 10%;"></td> <td style="width: 50%;"># Is your child having any of the problems listed below?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>1 Allergies or Reactions (for example, food, medication or other)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>2 Hay Fever, Asthma, or Wheezing</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>3 Eczema or Frequent Skin Rashes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>4 Convulsions/Seizures</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>5 Heart Trouble</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>6 Diabetes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>7 Frequent Colds, Sore Throats, Earaches (4 or more per year)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>8 Trouble with Passing Urine or Bowel Movements</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>9 Shortness of Breath</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>10 Speech Problems</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>11 Menstrual Problems</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>12 Dental Problems: Date of Last Exam / /</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Other (please describe): _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Does your child take any medication(s) regularly?</td> </tr> <tr> <td colspan="5">Reason for Medication _____</td> </tr> <tr> <td colspan="5" style="text-align: center;">Parent/Guardian Signature _____ Date / /</td> </tr> </table>	Yes	No	Residual		# Is your child having any of the problems listed below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1 Allergies or Reactions (for example, food, medication or other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2 Hay Fever, Asthma, or Wheezing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3 Eczema or Frequent Skin Rashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4 Convulsions/Seizures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5 Heart Trouble	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6 Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		7 Frequent Colds, Sore Throats, Earaches (4 or more per year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		8 Trouble with Passing Urine or Bowel Movements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9 Shortness of Breath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10 Speech Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11 Menstrual Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12 Dental Problems: Date of Last Exam / /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Other (please describe): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Does your child take any medication(s) regularly?	Reason for Medication _____					Parent/Guardian Signature _____ Date / /					<p><b>Birth History:</b></p> <p>Are there any current or past diagnosis(es) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe:</p> <p>If yes, list medications:</p> <p>Was the health history reviewed by a health professional? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Examiner's Initials:</b> _____</p>
Yes	No	Residual		# Is your child having any of the problems listed below?																																																																																		
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### SECTION II - PHYSICAL EXAMINATION, INSPECTION, TESTS AND MEASUREMENTS

Required for Child Care and Head Start / Early Head Start

#### Tests and Measurements

No	Yes	Was child tested for:	Test results:	Normal			Referred			Under Care					
				No	Yes	Under Care	No	Yes	Under Care	No	Yes	Under Care			
<input type="checkbox"/>	<input type="checkbox"/>	VISION Date: / /	Visual Acuity Muscle Imbalance Other: _____												
<input type="checkbox"/>	<input type="checkbox"/>	HEARING Date: / /	Audiometer Other: _____												
<input type="checkbox"/>	<input type="checkbox"/>	URINALYSIS Date: / /	Sugar Albumin Microscope												
<input type="checkbox"/>	<input type="checkbox"/>	BLOOD LEAD LEVEL Date: / /	Level _____ ug/dl												

**NOTE:** Blood lead level required for all children enrolled in Medicaid must be tested at one and two years of age, or once between three and six years of age if not previously tested. All children under age six living in high-risk areas should be tested at the same intervals as listed above.

#### Examinations and/or Inspections

Essential Findings Deviating from Normal: \_\_\_\_\_

Exam Date: / /

### SECTION III - IMMUNIZATIONS

Statements such as "UP-TO-DATE" or "COMPLETE" will not be accepted. Admission to school may be denied on the basis of this information.\*

VACCINES (Circle Type)	DATE ADMINISTERED MM/DD/YYYY		VACCINES (Circle Type)	DATE ADMINISTERED MM/DD/YYYY	
Hepatitis B (HepB)	1	3	Hepatitis A (HepA)	1	2
	2		Influenza (IIV/LAIV)	1	3
				2	4
DTaP/DTP/DT/Td	1	4	Meningococcal (MCV4 / MPSV4)	1	2
	2	5	Human Papillomavirus (HPV8/HPV4/HPV2)	1	3
	3	6		2	
Tdap	1		OTHER Vaccines Specify Date & Type	Type of Vaccine(s)	Date of Vaccine(s)
Haemophilus Influenzae type b (HIB)	1	3		1	
	2	4		2	
Polio (IPV/OPV)	1	3		3	
	2	4			
Pneumococcal Conjugate (PCV7/PCV13)	1	3	<i>Indicate and attach physician diagnosis or laboratory evidence of immunity as applicable</i>		
	2	4	*NOTE: According to Public Act 368 of 1978, any child enrolling in a Michigan school for the first time must be adequately immunized, vision tested and hearing tested. Exemptions to these requirements are granted for medical, religious and other objections, provided that the waiver forms are properly prepared, signed and delivered to school administrators. Forms for these exemptions are available at your provider office for medical waiver forms and through your local health department for nonmedical waiver forms.		
Rotavirus (RV1/RV5)	1	3			
	2		Parent/Guardian refused immunizations: <input type="checkbox"/>		
Measles, Mumps, Rubella (MMR)	1	2			
Varicella (Chickenpox)	1	2			

History of Chickenpox Disease?  Yes  No If yes, date: \_\_\_\_\_

I certify that the immunization dates are true to the best of my knowledge

\_\_\_\_\_ Health Professional's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### SECTION IV - RECOMMENDATIONS

(Required for Child Care and Head Start/Early Head Start)

No Yes

Is there any defect of vision, hearing or other condition for which the school could help by seating or other actions? If yes, please explain:

Should the child's activity be restricted because of any physical defect or illness? If yes, check and explain degree of restriction(s):  Classroom  Playground  Gymnasium  Swimming Pool  Competitive Sports  Other

Other Recommendations

### SECTION V - DENTAL EXAMINATION AND RECOMMENDATIONS (OPTIONAL)

I have examined \_\_\_\_\_'s teeth. As a result of this examination, my recommendation for treatment is: \_\_\_\_\_

\_\_\_\_\_ Dentist's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### PHYSICIAN'S SIGNATURE

\_\_\_\_\_ Examiner's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ Examiner's Name (Print or Type) \_\_\_\_\_ Degree or License \_\_\_\_\_

\_\_\_\_\_ Number & Street \_\_\_\_\_ City \_\_\_\_\_ MI \_\_\_\_\_ ZIP Code \_\_\_\_\_ Telephone \_\_\_\_\_

Information required for:

**Early On** - Hearing and Vision Status; Diagnosis; Health Status

**Child Care Licensing** - Physical Exam, Restrictions, Immunizations

**Head Start/Early Head Start** - Determination that child is up-to-date on a schedule of age-appropriate preventive and primary health care, including medical, dental, and mental health. The schedule must incorporate the well-child care visit required by EPSDT and the latest immunizations schedule recommended by the Centers for Disease Control and Prevention, State, tribal, and local authorities. An EPSDT well-child exam includes height, weight, and blood tests for anemia at regular intervals based on age.

\*\*\*\*\*

Developed in Cooperation with the Department of Health and Human Services, Education, Michigan American Association of Pediatrics, Early Childhood Investment Corporation, Child Care Licensing, Head Start, Michigan State Medical Society, Michigan Association of Osteopathic Physicians and Surgeons.

Child's name \_\_\_\_\_

Clawson Early Childhood Center

IN-DISTRICT FIELD TRIP

PERMISSION SLIP

Dear Parent/Guardian,

Throughout each school year special field trips are planned to support our curriculum. When field trips are outside of Clawson, your child's teacher will send home a specific permission slip for you to approve and sign.

Since some of our educational field trips are within the Clawson community (the Clawson Performing Arts Center, fire hall, police station, post office, park, etc.) we thought it would be helpful to have one permission slip at the beginning of each school year that you could sign for all field trips within the community of Clawson. You will be notified about trips to the post office, police station, etc., any trip that is more than a few blocks away from our building.

Please read and initial below \_\_\_\_\_ 2023-2024 School Year

My child may participate in all field trips within the Clawson community sponsored by Clawson Early Childhood during the current school year.

While my child is on any field trip it is my understanding that the school district personnel in charge will take all normal precautions to ensure the safety of all students. I further understand that I have the responsibility to see that my child understands they must cooperate and obey the school district personnel in charge of any field trip to the fullest extent possible

# CLAWSON EARLY CHILDHOOD PARENT HANDBOOK ACKNOWLEDGMENT LETTER

Child(ren)'s Name(s) (Last, First)	Center Name Clawson Early Childhood Center
------------------------------------	---

A written information packet has been provided (online) at the time of enrollment. The packet included all the following information:

- Criteria for admission and withdrawal
- Schedule of operation, denoting hours, days, and holidays during which the center is open and services are 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 center does not keep a licensing notebook, but the internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).
  
- Other \_\_\_\_\_

I certify that I received all of the above items.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Note: A single BCAL-4340 form may be used for all children in the same family**

LARA is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

**PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**  
Child Care Organizations Act, 1973 Public Act 116  
**Michigan Department of Licensing and Regulatory Affairs**  
**Child Care Licensing Bureau**

**CENTER MUST CHECK ONE**

The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the above statement issued by Clawson Early Childhood Center  
Name of Child Care Center

Child(ren)'s Name(s):	
--------------------------	--

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

LARA is an equal opportunity employer/program.