

St. Michael Childcare Center Required Documentation Form

Statement of Good Health:

Michigan Licensing Rules for Child Care Centers: R 400.8143(8) All child care centers must obtain, upon enrollment and annually thereafter, a signed health statement from a child's parents/guardians.

Please "☑" all boxes that apply.

☐ My child, _____, is in good health with any medical concerns or activity restrictions noted here (If no restrictions, note "none" or "unknown"): _____

☐ My child's immunizations are up-to-date and on file in the school office.

☐ I have an immunization waiver on file in the school office.

For children who are not of school age, we require a health form be completed by the child's physician.

Billing and Payment Agreement

Fees are based on the enrollment agreement, not attendance: is no adjustment for absences. If you decide to make a change to your child's enrollment agreement, or withdraw from the program, written notice must be received in our office two weeks prior to any changes. Enrollment changes are for long-term changes and not periodic changes in attendance.

Fees are billed in advance of service: Fees are billed in advance of service: Billings occur every Tuesday for the following weeks' services. All forms of payment, including online payments, are due 10 days following the date sent. AutoPay will be optional for families. Families enrolled in AutoPay will have the amounts due automatically processed on the invoice due date. If payment in full is not received by this time, a \$10.00 late fee will be assessed.

Delinquency of Payments Procedures:

- A \$10 late fee will be assessed for automatic payments that are not paid within 1 day after the due date.
- Frequent delinquency may result in an alternative payment plan and/or removal from the childcare program.

X _____
SIGNATURE - I have read and agree to the Billing and Payment Agreement stated above.

This is a required document for attending St. Michael Childcare Center.

Please sign and return this form prior to your child(ren) first day at the center.

Licensing Handbook and Notebook Notification:

Written Information Packet: Michigan Licensing Rules for Child Care Centers: R 400.8146

As a licensed preschool and childcare center, St. Michael Childcare and Preschool is required to provide a written information packet that includes at least the following to parents/guardians at enrollment: This information is provided by St. Michael Childcare prior to the beginning of the school year or at enrollment. This information is provided through a combination of enrollment documents, calendars and the preschool/childcare handbooks. The handbook is available on the St. Michael Catholic School website at www.school.stmichaelgl.org and in hard copy format by request.

- Criteria for admission and withdrawal .
- Exclusion policy for child illnesses
- Fee policy
- Program philosophy
- Schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided
- Notice of the availability of the center's licensing notebook.
- Typical daily routine
- Notice of licensing notebook
- Food service policy
- Transportation policy, if applicable
- Parent notification plan for accidents, injuries, incidents and illnesses
- Medication policy

Parent Notification of Licensing Notebook: Childcare Organizations Act, 1973 Public Act 116 The Child Care Organizations Act, 1973 Public Act 116, mandates that preschool and childcare centers must maintain a licensing notebook which includes all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the Michigan Department of Licensing and Regulatory Affairs website at www.michigan.gov/michildcare.

St. Michael Childcare and Preschool Licensing Notebook is located in the childcare center (on the parent/guardian information table) and in the school office. This information is available to parents/guardians for review during regular business hours.

I certify that the health information for my child indicated above is correct. In the event that any of this information changes, I will inform the childcare center in writing immediately. I also certify that I have received the written information packet documentation and that I have been made aware of the availability of the Licensing Notebook.

Parent/Guardian

Name(s): _____

Parent/Guardian

Signature: _____ Date: _____

2025-2026 PARENT PERMISSION FORM: PUBLISHING OF INFORMATION

This form is used to grant permission to St. Michael Childcare to publish information about your child and/or family. Please List your children below and either Grant or Deny the following permissions.

Student's Name (First and Last)	Grade

A note about our websites

We have two distinct websites, St. Michael Parish and St. Michael School. The **St. Michael Parish** website stmichaelgl.org, the **St. Michael Parish School** website school.stmichaelgl.org and Facebook are all **PUBLIC** websites. The **St. Michael School Parent Portal** is a **PRIVATE** linked website that may be accessed only by school families and staff. The Private website is considered an In-House Publication.

Permission to Publish to In-House Publications (School Messenger, Church Bulletin, Classroom Newsletters, Yearbook, Class Photo, Private Parent Portal website) Please make an X next to the either the GRANT or DENY option.

I/WE _____ **GRANT** _____ **DENY** permission to St. Michael Parish and/or School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **In-House publications** listed above.

Permission to Publish to Our Public Publications: A School Brochure, St. Michael Parish and/or School Website, (school.stmichaelgl.org), Facebook or an Advertisement on or in Public Media. Please make an X next to the either the GRANT or DENY option

I/WE _____ **GRANT** _____ **DENY** permission to St. Michael Parish and/or School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **Our Public Publications** listed above.

Permission to Publish a News Story to Local Media: Newspaper, Local Television or Radio Stations

I/WE _____ **GRANT** _____ **DENY** permission to St. Michael Parish and/or School to publish our sons'/daughters', name, achievements, artwork, school photos, and writings in any of the **Publish a News Story to Local Media** listed above.

NAME OF PARENT/GUARDIAN: _____
(Please Print)

SIGNATURE OF PARENT/GUARDIAN: _____

PARENT PERMISSION FORM Classroom Enrollment List

I/WE _____ **GRANT** _____ **DENY** St. Michael Parish School permission to distribute the classroom enrollment list with our family's name, address phone number, and email address to school families.

FAMILY NAME: _____
(Please Print)

SIGNATURE OF PARENT/GUARDIAN _____

Revised 7/2025