

CHILD INFORMATION RECORD

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

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
Parent/Legal Guardian's Name			Home Phone ()	Parent/Legal Guardian's Name (Optional)
Home Address (if not child's address)			Cell Phone ()	Home Address (if not child's address)
City	State	Zip Code	City	State
Email Address (optional)			Email Address	
Employer Name			Work Phone ()	Employer Name
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 Special Instructions (Attach additional sheets, if necessary.)				

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.

See Reverse Side

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 _____, 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.	

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.



Application For Enrollment

CHILD INFORMATION	<hr/> <div style="display: flex; justify-content: space-between;"> Last Name First Name Middle Name </div> <hr/> <div style="display: flex; justify-content: space-between;"> First Day of Enrollment Date of Birth <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Male <input type="checkbox"/> Female </div> </div>
FAMILY INFORMATION	<hr/> <div style="display: flex; justify-content: space-between;"> Mother's First Name Mother's Last Name Social Security Number </div> <hr/> <div style="display: flex; justify-content: space-between;"> Home Address City State Zip Phone </div> <hr/> <div style="display: flex; justify-content: space-between;"> Employer Mother's Date of Birth Driver's License # or State ID </div> <hr/> <div style="display: flex; justify-content: space-between;"> Employer's Address City State Zip Work Phone </div> <hr/> <div style="display: flex; justify-content: space-between;"> Father's First Name Father's Last Name Social Security Number </div> <hr/> <div style="display: flex; justify-content: space-between;"> Home Address City State Zip </div> <div style="display: flex; justify-content: space-between;"> Phone </div> <hr/> <div style="display: flex; justify-content: space-between;"> Employer Father's Date of Birth Driver's License # or State ID </div> <hr/> <div style="display: flex; justify-content: space-between;"> Employer's Address City State Zip Work Phone </div>
<p>MARRIED <input type="checkbox"/></p> <p>SINGLE <input type="checkbox"/></p> <p>DIVORCED <input type="checkbox"/></p> <p>WIDOWED <input type="checkbox"/></p> <p>SEPERATED <input type="checkbox"/></p> <p>Who does the child live with? _____</p>	
SCHEDULE INFORMATION	<div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time </div> <p style="text-align: center;">SCHEDULED DAYS:</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Monday From _____ to _____ </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Tuesday From _____ to _____ </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Wednesday From _____ to _____ </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Thursday From _____ to _____ </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Friday From _____ to _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px; margin-left: auto;"></div> <div style="text-align: right;"> <p>Registration Fee \$50.00</p> <p>Late Payment Fee \$20.00</p> </div> <div style="text-align: left;"> <p>Insufficient Funds Fee \$30.00</p> <p>Late Pick-Up Fee \$1.00/min after 6pm</p> </div> </div>



Parent handbook signature

I, _____ have read the parent handbook completely and will abide by all rules and regulations stated in the parent handbook.

Failure to abide by these rules could result in dismissal of your child(ren).

Parent signature

Date

Full day absent days policy agreement

I realize that I am responsible for tuition **whether or not** my child **attends** after my allotted absent days have been used. Switching days is granted upon availability and not guaranteed. (Each child is allowed to miss double the number of days enrolled as absent/sick/vacation days. Example: 3 days of enrollment = 6 absent days.)

Flex schedules may change days per week. There is a \$2 per day fee.

Half day absent policy

I realize that I am responsible for tuition **whether or not** my child **attends**. Switching days is granted upon availability and not guaranteed. I understand that I will be charged the monthly fee regardless of how many days my child attends.

Parent Signature



Nanny's Nursery

HEALTH CARE POLICY

Nanny's Nursery is not equipped to administer to sick children at our center. The following procedures will be used to determine whether a child is infectious or too sick to participate in regular day care activities. A child that is removed from the normal day care, public school or private school activities will be readmitted to the day care center no sooner than 24 hours after symptoms have disappeared or if a doctor has examined the child and has determined that symptoms are not infectious.

Please remember that a child is most highly infectious early in the course of infection, i.e.: just prior to or around the time when the symptoms first become apparent. Therefore, it is important that you check a child thoroughly prior to bringing him/her to the center because if his/her symptoms are detected at the center, he/she will expose classmates.

1. The clinical symptoms which indicate that a child is either too sick to participate in normal daily activities and / or may be a source of communicability to the health of other children which may include any of the following:

- a. Fever – any temperature over 100 degrees (or if the child feels badly or acts listless or out of sorts)
- b. Rash – until the cause has been determined
- c. Red or watery eyes, discharge from the eyes / conjunctivitis
- d. Any draining sore
- e. Vomiting 2 or more times in an hour
- f. Diarrhea
- g. Any and all communicable diseases
- h. Ringworm
- i. Scabies and lice

2. If the Director determines that the child is too sick for normal day care activities or that the child may be a suspected source of communicability, the child will be placed in an isolation area and the parents will be called to pick up the child.

I have read the Health Care Policy, understand its implications, and agree to my responsibility in the execution of this policy

Parent Signature

Date



Health & Restriction Sign-off

To the Parent(s)/Guardian(s) of _____

My child is in good physical health and has no restrictions for regular day care activities.

My child is school-aged and has an up to date physical and immunization report on file at their school

Signature

Date

School-aged children Transportation Form

I give permission for my child _____ to be transported to and from school and field trips by the Nanny's Nursery School bus or private vehicle, if necessary. My child may also ride on transportation provided by the school district.

My child attends _____

Signature

Date

ALLERGY LIST



Child's Name: _____

Child's Birthday: _____

___ Yes, My child has allergies

___ No, My child does not have allergies

Please list all allergies in detail:



Nanny's Nursery Over The Counter Medication Form

Child's Name

I give permission to Nanny's Nursery to administer the following over the counter product(s) to my child.

- Neosporin
- Oral teething gel (Orajel)
- Sunscreen
- Diaper Ointment
- Bug Spray
- Tylenol or other pain reliever ** Must provide physician note stating the name of the product or medicine, child's name, dosage amount, and how often the product is to be administered to the child.**

Parent Signature

Date



Photo/Video Release Form

I give my permission for my son/daughter to have his/her photo to be taken or to be video-taped for classroom or facility purposes. This may include hanging them on the wall or bulletin board, placing them on poster or in photo albums, or on their own papers.

Your child's photo may also be placed on our website or Facebook page. Nanny's will not tag anyone or use child's name in photos.

_____ I give permission

_____ I do not give permission

If permission is not granted, no pics will be taken of your child. This includes first day of school, parties or special events, preschool graduation etc.

Child's Name _____

Parent's Signature _____

Date _____





Nanny's tuition must be paid in advance. Tuition is due on Friday by 6:00pm before the week of care to be provided. When Nanny's is closed for Holidays, tuition is due by 6:00pm on the last day of business for that particular week. Non-payment of tuition could be grounds for dismissal. If you anticipate difficulty paying on time, please discuss the matter with the Director immediately to discuss the possibility of other arrangements. DHS co-pays are due the week prior to care

Half day program monthly tuition is due on the first of the month, or the date the child was enrolled.

I agree to abide by Nanny's tuition payment policy

Parent's signature

Date

Dear Parent or Guardian:

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility. Please be advised that Nanny's Nursery School and Infant Center utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized. As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods.

The first method will be by posting at the main entrance to the school / day-care center, which is located at 9529 Pardee / 21085 Goddard Taylor Michigan

The second method will be by posted on in schools main office.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office. Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

Child's name _____

Parent signature _____

Date _____





Michigan Department of Human Services
Bureau of Children and Adult Licensing

WRITTEN INFORMATION PACKET DOCUMENTATION

Child(ren)'s Name(s) (Last, First)
Nanny's Nursery School
Center Name

A written information packet has been provided 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 program.
- 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.

Child Care Organizations Act, 1973 Public Act 116

- 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/michildcare**.

I certify that I received all of the above items.

Parent/Guardian Signature

Date