

Cedar Crest Early Childhood Center

Infant/Toddler Care Contract

As of _____, the Cedar Crest Early Childhood Center agrees to provide child care services for:

CHILD'S NAME (Last) _____ (First) _____ GRADE _____

SS# _____ BIRTHDATE _____ BIRTHPLACE (City, State, Country) _____

HOME ADDRESS _____ CITY/STATE/ZIP _____

HOME PHONE _____

PREFERRED EMAIL _____

PARENT/GUARDIAN:

Name _____

SS # _____

Address _____

Cell Phone _____

Work Phone _____

Birthplace _____

Occupation _____

Employer _____

PARENT/GUARDIAN:

Name _____

SS# _____

Address _____

Cell Phone _____

Work Phone _____

Birthplace _____

Occupation _____

Employer _____

Program Hours: 7:30 a.m. – 5:30 p.m.

Program days needed (circle): Monday Tuesday Wednesday Thursday Friday

Cedar Crest Early Childhood Center, as a licensed facility, will provide the following provisions of the Michigan Administrative Code as required R 400.8146 (Information provided to parents).

A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

- (a) Criteria for admission and withdrawal.
- (b) Schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided.
- (c) Fee policy.
- (d) Discipline policy.
- (e) Food service policy.
- (f) Program philosophy.
- (g) Typical daily routine.
- (h) Parent notification plan for accidents, injuries, incidents, illnesses.
- (i) Exclusion policy for child illnesses.

All of the above listed information is provided in the Cedar Crest Early Childhood Center Handbook.

Signature: _____ **Printed Name:** _____ **Relationship:** _____

Upon signing this agreement, the parent, legal guardian or responsible adult and the child care facility agrees to abide by all the provisions contained in this contract and the regulations and policies outlined in the Cedar Crest Early Childhood Center handbook.

Signature: _____ **Date:** _____

Parent Notification of the Licensing Notebook Requirement-Child Care Organizations Act, 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. Cedar Crest Early Childhood Center maintains a licensing notebook. The notebook is available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare. I understand that a licensing notebook is available for review at CCECC during regular business hours.

Signature: _____ **Date:** _____

I have received a CCECC handbook and agree to pay program or other service fees as outlined in the handbook. I understand that failure to do so will result in late payment fees.

Received By: _____ **Date:** _____

CCECC Representative (signature & printed name)

For Office Use Only:

Child Info Card _____

Health Appraisal _____

Registration Fee _____