

Registration Checklist

Child Information Record	
Tuition Agreement Contract	
HEIS Food Forms	
Health Appraisal Form	
Immunizations	
Screening Consent Form	
First Week's Tuition	
Enrollment Fee	
Child Pilot Sign Up	
As of, Little Treasures Early Child child	hood Center agrees to provide childcare services for the following named (ren): Date of Birth:
Name of Child:	Date of Birth:
Name of Child:	Date of Birth:
My child(ren) will be attending the:	
☐ 4196 Airport Road Location	
☐ 3525 Elizabeth Lake Road Location	



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:	Y											
Name of Child (Last,	First, Middle Initial)							Date of	Birth			
Address (Number and	d Street, Building/Apartmen	t Number)			City		State	Zip Code	3			
Parent/Legal Guardia	in's Name		Home Phone	I	Parent/Legal Guardian	s Name (Optional)	•	Home Phone				
Home Address (if no	t child's address)		Cell Phone	1	Home Address (if not	Cell Phone						
City		State	Zip Code	C	City		State	Zip Code	•			
Email Address					Email Address							
Employer Name			Work Phone		Employer Name			Work Pl	none)			
Name of Child's Physi	ician or Health Clinic				Physician's or Health (llinic's Phone Number						
Hospital Preferred fo	or Emergency Treatment											
Allergies, Special Nee	ds and Special Instructions	(Attach addition	al sheets, if necessary	y.)								
BCAL-373I (Rev. 7-18) P	Previous edition 6-17 may be used.								See Reverse Side			
	elease of Child: List all individua to be contacted in an emergen							-				
l.					()		()				
2.					()	()						
3.					()		()				
Release of Child Only: List	all individuals, other than the pare	nts/legal guardians, t	to whom the child may be	released. (If m	ore individuals, attach additi	onal sheets.)						
l		C)	2			C)				
3.		C)	ય			C)				
Parent/Legal Gu	ardian Initials:											
l give p	ermission to t for the above named r	ninor child wh		nsed by the	Department of Lice	ensing and Regula	tory Affairs to	secure er	nergency			
I certify that I ac	curately completed thi	s form and if	anything change	s. I will no	tify the provider b	v updating this fo	orm.					
Signature of Pare			, g	,	,	Date Sig						
		0 . 0 .	0		D+ 0 +			21	I D			
Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Le Guardian Initi	-	Date Card Reviewed	Parent or Legal Guardian Initials	Date (Review		Parent or Legal Guardian Initials			
							ALITUODET	Y: 1973 PA 116				
		LARA is an equa	al opportunity employer/	/program.					d PENALTY: Rule Violation			
				F. 03, 411			Citation.	on nequire	a . L.W.L. I . Mule Violation			
1							OTTUTION.					

Tuition Agreement Contract

Thank you for selecting Little Treasures to be your childcare provider! We are excited for a fun year ahead. In order to provide a safe, quality learning experience and plan for needed resources and teachers for the children at Little Treasures, payment is expected regardless of absence.

Payment obligations are based on the days that you agree to use Little Treasures, not on actual attendance to ensure a spot for your child. Two methods of payments are required to be kept on file using our Child Pilot software. Automatic billing will occur on every Friday for the upcoming week.

I understand:

- Payments will occur every Friday for the upcoming week.
- Payment will be due weekly or monthly based upon agreed tuition amount regardless of absence, school closings or holiday breaks.
- There will be no reduction/adjustment in tuition for sickness, holidays, school closings, student absences, vacations, or snow days.
- If my child attends part time and will be absent, they may make up a day on a future date of parent's choice within the next ninety days.
- If I do not bring my child on their scheduled days, my weekly tuition amount will still be the same.
- I must call or message Little Treasures if my child will be absent.
- Little Treasures will sometimes close for inclement weather. Please have alternate care in case of a snow day.
- If payment is late, a \$10.00 late fee will be added everyday payment is not made.
- If there are no sufficient funds on either form of payment, a \$25.00 fee will be added to the current balance.
- I must give a written notice of one week to begin the withdrawal period. If no notice is given, payment is still due for the one
 week.
- If I do not show respect to staff and students, my child may be withdrawn, and the contract will be terminated. Payment will still be due.
- After 2 weeks of non-attendance/non-payment, your child may be withdrawn from Little Treasures if you have not spoken with staff.

I understand and agree to the terms of the Little Treasures Early Childhood Center Tuition Agreement Contract.

Parent Signature:										
Expected Hours of Care Needed										
Γ	MON.	TUES.	WED.	THURS.	FRI.					
			5 ANNUAL ENROLLMENT FEE AL ENROLLMENT FEE FOR FAMI	LIES						
	_ PER WEEK	•								
	_ PER MONTH**									
	_ TOTAL FIRST PAY	MENT DUE BEFORE ST	ART DATE							

2

ONLY AN OPTION IF CHILD(REN) ATTEND FULL TIME

Licensing Rules Disclosure Form 2023-2024

Little Treasures Early Childhood Center is required to inform you that Pursuant to rule I46 (i) (III) of the Licensing Rules for Child Care Center for the State of Michigan:

The licensing notebook contains all of the inspections, investigation reports and corrective action

plans. The licensing notebook is available to all parents during regular business hours.

Licensing inspection and special investigation reports from at least the past 2 years are available on the childcare licensing website at www.michigan.gov/michildcare

If at any time you would like to see this notebook it is available during regular business hours.

Picture/Video Release Form

show lea	easures would like to take pictures and videos of the students throughout the day. The rning activities. The pictures will be used to send to parents, in newsletters, and on our s. Little Treasures would like your permission to post your reviews from social media t	r website for school					
	${\rm I}$ give permission to Little Treasures to take and use pictures/videos of my child. ${\rm I}$ reany claims arising out of the use of pictures/videos that ${\rm I}$, or my child may have.	elease Little Treasures from					
☐ I give permission to Little Treasures to post reviews or statements I make about Little Treasures on their website and social media.							
	I do not give Little Treasures my permission to take and use pictures/videos of method use of security cameras). I release Little Treasures from any claims arising out that I, or my child may have.						
Parent Signature:		Date:					
	Sunscreen and Topical Creams						
	staff at Little Treasures permission to apply sunscreen and topical creams/lotions. I value from home (labeled with my child's name), if I would like it to be applied on my child was ${ m I}$						
Parent Signature:		Date:					

Planned Food Service Program Policy

Meals are eaten family style with staff sitting with the children. **Children may bring food from home for lunch or may eat breakfast, lunch and snack provided by Little Treasures.** You may provide a snack from home or we will have snacks available. If your child has any allergies, please notify us and provide a doctor's note that states the allergy name and reaction that can occur.

If students require special milk, parents may send in milk labeled with child's first name, last name and date. They will be discarded 7 days after opening and new milk will need to be sent in.

Infants-Enough bottles for the day must be prepared at home by parent and labeled with first, last name and date. New premade bottles must be sent each day. They must have cover on each bottle. You may also send in unopened commercially prepared liquid formula that is already mixed with bottles. Bottles will be refrigerated and warmed in bottle warmer. Center is not allowed to mix formula per licensing rules.

Diapers

Children will need to have the proper size of diapers left at school for changing purposes. Children will be changed every two hours per licensing rules. We ask that your child comes with a sufficient number of diapers, wipes, and diaper cream for the month. Communication will be passed on to the parents or guardians if a child needs more supplies. We understand that it may be difficult to find the time to obtain these supplies, so Little Treasures does offer a monthly fee of \$45.00 to ensure your child has diapers, wipes, and diaper cream. If this is something you would like to utilize, please check the box below.

П	I would like Littl	e Treasures to suppl	v proper diaperin	a materials for	my child(ren)

Discipline Policy Form

Staff will support children as they begin to understand their behavior choices and learn acceptable ways of interaction with others. The approach we use promotes and encourages self-regulation, self-direction, self-esteem, and a spirit of cooperation. We use a six-step process to resolve conflicts.

The steps are:

1. Approach children calmly and stop any hurtful actions
2. Acknowledge children's feelings
3. Involve children in identifying the problem by gathering information
4. Restate the problem in children's vocabulary
5. Ask children for solutions and encourage them to choose one together
6. Give follow-up support when children act on their decisions

Teachers at Little Treasures will utilize respectful and positive methods of discipline, so that each child is provided with a safe and nurturing learning environment. Students will learn to develop self-control and how to take responsibility for their own actions.

Expectations will be clear and consistent.

Kicking, spitting, hitting, disrespectful verbal behavior, and other behaviors that will put your child or another child in danger are not permitted. Ageappropriate behavior will be modeled and taught. Logical consequences and a calm tone will be used for discipline.

Students will discuss their emotions and feelings in order to solve the behavior issue and may be redirected to a new activity.

If a certain behavior (excessive or aggressive) continues to become harmful to others, a parent meeting will be held to come up with a plan to resolve the concern privately. Parents will be provided with a behavior notice. If necessary, families will be connected with community resources for support.

If families are unable to follow the rules and agreements set by Little Treasures, the child will be withdrawn. If families and students are unable to speak/treat staff members with respect, their contract will be terminated immediately, and payment will still be due for the withdrawal period of two weeks after withdrawal date/notice. Based on the severity or danger of the situation, Little Treasures reserves the right to immediately exclude a child from the program permanently.

If needed, a behavior plan will be implemented. If efforts to correct inappropriate behavior are unsuccessful, your child may be suspended from care for a specific amount of time or withdrawn. Parents have the right to expect that their children will have proper supervision. A child who consistently needs the attention of the staff is taking away the rights and learning experiences of the other children and not allowing the needs of all children to be met.

Children may be withdrawn if efforts to control behavior do not work and other students are constantly put in danger.

The director has the right to request withdrawal of a child for reasons such as:

-Failure to provide the requirements listed above for admission-Non-payment of fees or tuition-Parental failure to follow school policies-Parental failure to show respect to staff members-Non-attendance of at least two weeks-Behavior-

Additional techniques to be used with my child:

Receipt of Parent Handbook Policies

I certify that I have receive	d and unders	stand the hand	book, food	l service, disc	cipline poli	cy, licensing ru	les, and o	ther sch	100l po	licies
-------------------------------	--------------	----------------	------------	-----------------	--------------	------------------	------------	----------	---------	--------

Upon signing this agreement, the parent or guardian and Little Treasures Early Childhood Center agree to abide by all the policies contained in this contract and within the parent handbook.

Parent Signature:	Date:
•	

Screening Consent Form

The Ages and Stages Questionnaire-3 (ASQ-3) is a screening tool that asks questions about your child's overall and social emotional development, looking at how children are doing in the important areas of communication, physical ability, problem solving, and personal-social skills.

These screens can help identify your child's strengths as well as any areas where your child may need support. The screening should take about 10-20 minutes to answer questions about your child.

Your individual information is protected to ensure confidentiality. Information is entered on a web- based database that is secure and password protected. Identifying information from the screen will be seen only by the developmental screening specialist, who scores your screening and provides the results to you and the teacher.

General information about the ages and results of children's screening scores are computed at the Oakland Intermediate School District in order to better understand the strengths and challenges of the children living in Oakland County.

Child's Name	Child's Name (if applicable)
 Parent/Guardian Signature	 Date
☐ No, I do NOT wish to participate	
Yes, I do wish to participate	

I have read the above description and give Great Start Oakland and Little Treasures consent to screen my child(ren).

Household Income Eligibility Statement - Child Care Institutions

art 2 - Household Information						How Often? (x)							How Often? (x)					How Often? (x)					
First and Last Names of All Household Members, Related and Unrelated	Enrolled for Child Care (x)	Age	Birth Date	Foster Child (x)	Amount of Earnings from Work (before deductions)	A n n u a l l y	M o n t h I y	2 X M o n t h	e e	k I	Amount of V Child Supp Alimon	ort, or	A n n u a l l y	M o n t h I y	X M o	B W I e W e e k e l k y I		A n n u a l l y	n t h	2 M o n t h	B I W e e k I y	W e k l y	Mark if No Income (x)
'art 3 - All Households: Signature and Last Fo certify that all information on this form is tr urposely give false information, the participan	rue and that all	income is re	ported. I under	rstand that	the center or day care home will		e fed	deral	funda	s bas	ed on the informa	ation I give.	Ium	ndersto	and the	+ CACI	P officials may verify the info	ormat	tion. :	I unde	erstan	id the	atif I
ignature:					Print Name:												Date:						_
Last four digits of S	Social Security I	Number: X	XX-XX								I do no	ot have a Sc	ocial S	ecurit	y Numl	er							
or Institution Use Only:																							
					For Insti	itutio	on l	Use	On	ly													
Total Household Members:		Tot	al Income:	Annually Bi-Weekly								d)											
Institution Official Signature:					Approval Date	e:																	

s form is valid for 12 months from the date of institution signature. Approval date and institution signature are required.

Participant Enrollment Form

Instructions:

- I. List full name of participant enrolled in care
- 2. Circle the typical days each participant is in care
- 3. List times each participant is in care
- 4. Circle the meals and snacks each participant typically receives while in care
- 5. Select the ethnicity of each participant using the following codes: H = Hispanic or Latino, N = Not Hispanic or Latino*
- 6. Select one or more racial designations of each participant using the following codes: A/I = American Indian or Alaskan Native, A = Asian, B = Black or African American, H/PI = Native Hawaiian or Pacific Islander, W = White*
- 7. Sign and date the form and return to your care center

Participant's First and Last Name	Typical Days in Care (circle all that apply)	List Times in Care	Meale/Snacks Received (circle all that apply)	Ethnicity	Race
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		
	Mon Tues Wed Thu Fri Sat Sun		Breakfast AM Snack Lunch PM Snack Supper Evening Snack		

* This information is voluntary. This will assist us in assuring the Child and Adult Care Food Program is administered in a nondiscriminatory manner.										
Adult/Parent/Guardian's Address		Adult/Parent/Guardian's Phone Number								
Signature of Adult/Parent/Guardian		Date Signed								

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, notional origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the <u>USDA Program Discrimination Complaint Form</u>, (AD-3027) (http://www.ascr.usda.gov/complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call

866-632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: 202-690-7442; or (3) email: programintake@usda.gov.

This institution is an equal opportunity provider.



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 II. 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														
CH	IILD'	S NAME (Last, First, Middle)				DATE OF BIRTH (mm/d	ld/yy)							
										/	/ /			
ADDRESS (Number & Street) (City)								•	(ZIP Code) TODAY'S DATE (mm/dd/yy) MI / /					
PA	REN	T/GUARDIAN (Last, First, Middl	e)		HOME TELEPHONE NUMBER									
V									()					
ADDRESS (Number & Street) (City)									(ZIP Code) WORK TELEPHONE NUMBER					
					MI)									
SECTION I - HEALTH HISTORY														
	Yes	₽ # Is your child h	aving any of the problems listed	Rirth History	Birth History:									
H			actions (for example, food, medical	1	Difference of the control of the con									
Г		h h 2 Hay Fever, Astl												
			quent Skin Rashes											
	h	h h 4 Convulsions/Se	eizures											
	h	h h 5 Heart Trouble												
L	h	h h 6 Diabetes						_						
L			s, Sore Throats, Earaches (4 or mo	4	Are there any current or past diagnosis(es) h Yes h No									
L			assing Urine or Bowel Movements	-	If yes, please describe:									
h h h 9 Shortness of Breath h h h 10 Speech Problems														
⊢		h h 11 Menstrual Prob						\dashv					_	
		h h 12 Dental Problem			/									
	h	h h Other (please desc												
			· ·					-						
	h		ke any medication(s) regularly?						If yes, list medications:					
┝	Rea	ason for Medication						4						
⊢								+	Was the health history	y reviewed by a health profession				
-		Parent/Guardian	<u> </u>	ate				-	h Yes h No	Examiner's Initials:	iai :			
\equiv		erot.	TON II DUVCICAL EVANINI	\ TI	ON		ICE)E/	STICKL TECTO AND M	IFACUDEMENTO	_			
		SECT	ION II - PHYSICAL EXAMINA Required for Child (Start / Early Head Star				ļ	
			Tes	ts	anc	M k	eas	sur	ements					
					þ	are						7	are	
	S			Normal	Referred	Under Car	_	S			Caroly	Referred	Under Car	
2	Yes	Was child tested for:	Test results:	ž	Ä	5	2	Yes		Test results:	<u> </u>	ž	: 5	
h		VISION	Visual Acuity	-	-		h	h	HEIGHT & WEIGHT	Height	+	+	+-	
	h	Date://	Muscle Imbalance Other:				h	h	Other:	Weight Other	+	+	+	
		HEARING	Audiometer				h	┢	HEMOGLOBIN / HEMATOCRIT	Other	+	+	+	
h	b		Other:							_				
	п	Date: / /					h	h	BLOOD PRESSURE	Reading:	-			
h	h	URINALYSIS	Sugar						TUBERCULIN	Type:	_			
			Albumin				h	h						
		Date:/	Microscopic						Date://	Neg.: h Pos.: hmm				
1		BLOOD LEAD LEVEL			TE: Blood lead level required for all children enrolled in Medicaid must be tested									
h	n h Level — ug/dl previ								one and two years of age, or once between three and six years of age if not eviously tested. All children under age six living in high-risk areas should be tested the same intervals as listed above.					
<u> </u>			Exam	nina	tion	s ar	_		spections					
Es	sent	al Findings Deviating from Norr	mal:											
										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	1	3	Hepatitis A (HepA)	1	2						
(HepB)	2		Influence (IN/II ADV)	1	3						
	1	4	Influenza (IIV/LAIV)	2	4						
DTaP/DTP/DT/Td	2	5	Meningococcal (MCV4 / MPSV4)	1	2						
	3	6	Human Papillomavirus	1	3						
Tdap	1		(HPV9/HPV4/HPV2)	2							
Haemophilus Influenzae	1	3		Type of Vaccine(s)	Date of Vaccine(s)						
type b (HIB)	2	4	OTHER Vaccines	1							
Polio	1	3	Specify Date & Type	2							
(IPV/OPV)	2	4		3							
Pneumococcal Conjugate	1	3	Indicate and attach physician diagnosis of	or laboratory evidence of	immunity as applicable						
(PCV7/PCV13)	2	4	*NOTE: According to Dublic Act 269 of 1	a Michigan achael for							
Rotavirus (RV1/RV5)	1	3	*NOTE: According to Public Act 368 of 1978, any child enrolling in a Michigan sc the first time must be adequately immunized, vision tested and hearing to								
,	2		Exemptions to these requirement								
Measles, Mumps, Rubella (MMR)	1	2		iver forms are properly prepared, signed and rs. Forms for these exemptions are available all waiver forms and through your local health or forms							
Varicella (Chickenpox)	1	2	at your provider office for medica department for nonmedical waive								
History of Chickenpox Disease? h Yes	s h No If ves. date:		Parent/Guardian refused immunizations:								
I certify that the immunization dates are tr	•	dae	I.								
	,,,	-9-			/ /						
Health I	Professional's Signature				Date						
SECTION IV - RECOMMENDATIONS											
o Kes No											
h ls there any defect of vision, hearing or other condition for which the school could help by seating or other actions? If yes, please explain:											
h h Should the child's activity be restricted because of any physical defect or illness? If yes, check and explain degree of restriction(s): h Classroom h Playground h Gymnasium h Swimming Pool h Competitive Sports h Other											
., у се, в не в не в приме в дуго в	11 Joseph Street and Suprami degree of received in Control of the Transport of the Control of th										
Other Recommendations											
	SECTION V - DEN	TAI FXAMINATION	AND RECOMMENDATIONS (OPTION	ONAL)							
	JEG. JOHN DEN		<u> </u>								
I have examined's teeth. As a result of this examination, my recommendation for treatment is:											
Dentist's Signature											
PHYSICIAN'S SIGNATURE											
Examiner's Signatu	ire	Date	Examiner's Name (Print	t or Type)	Degree or License						
			B.41	,	\						
Number & Stree	t	·	City MI	P 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.