

Cedar Crest Early Childhood Center

2018-2019 Preschool/K Prep & Child Care Contract

As of **September 4, 2018**, the Cedar Crest Early Childhood Center agrees to provide education and child care services for:

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

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

HOME ADDRESS _____ CITY/STATE/ZIP _____

PREFERRED FAMILY PHONE _____

PREFERRED FAMILY 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 _____

PRESCHOOL is offered 9 a.m. – 12 p.m., Monday-Friday

Program selection (circle):

1 day/wk.

2 day/wk.

3 day/wk.

4 day/wk.

5 day/wk.

Program days needed (circle):

Monday

Tuesday

Wednesday

Thursday

Friday

MORNING KINDERGARTEN PREP is offered 9 a.m. – 12 p.m., Monday-Friday

Program selection (circle):

1 day/wk.

2 day/wk.

3 day/wk.

4 day/wk.

5 day/wk.

Program days needed (circle):

Monday

Tuesday

Wednesday

Thursday

Friday

FULL DAY KINDERGARTEN PREP is offered 9 a.m. – 4 p.m.*, Monday-Friday

***No charge for lunch/rest hour, 12-1 p.m., for full day K Prep students.**

Program selection (circle):

1 day/wk.

2 day/wk.

3 day/wk.

4 day/wk.

5 day/wk.

Program days needed (circle):

Monday

Tuesday

Wednesday

Thursday

Friday

SPANISH IMMERSION PRESCHOOL* is offered 9 a.m.-12 p.m., Wednesday

* Students must be 3 years-old by September 4, 2018 and fully toilet trained to be eligible for this program.

Program days needed (circle): Wednesday

BEFORE/AFTER CARE (circle): Daycare (more than 3 hours/day) Extended care (less than 3 hours/day)

Program hours needed (7:00 a.m. – 6:30 p.m.): _____

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.

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 28, 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 understand and agree to provide all food necessary for my child. I understand that milk, juice and water are provided to students by CCECC.

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)