

# 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:** 7:00 a.m. – 5:30 p.m. (school year)  
7:30 a.m. – 5:30 p.m. (summer session)

**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](http://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)

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For Office Use

Only:

Child Info Card \_\_\_\_\_

Health Appraisal \_\_\_\_\_

Registration Fee \_\_\_\_\_