



St. Gerard Preschool & Child Care

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**PLEASE LIST
ONE CHILD
PER FORM!**

Child's Name _____

Parent/Guardian Name(s) _____

Written Information Packet Documentation

As a licensed preschool and child care center, St. Gerard School is required to provide a written information packet that includes at least the following to parents/guardians at enrollment:

- 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
- Food service policy
- Program philosophy
- Typical daily routine
- Parent notification plan for accidents, injuries, incidents and illnesses
- Transportation policy, if applicable
- Medication policy
- Exclusion policy for child illnesses
- Notice of the availability of the center's licensing notebook (noted below)

The above listed information is provided by St. Gerard School prior to the beginning of the school year or at enrollment. This information is provided through a combination of enrollment documents, calendars and the preschool/child care handbook. The handbook is available on the St. Gerard School website at www.stgerardlansing.org within the forms and documents sections of the preschool and child care portions of the website. It is also available in hard copy format by request.

Parent Notification of Licensing Notebook

Child Care Organizations Act, 1973 Public Act 116

The Child Care Organizations Act, 1973 Public Act 116, mandates that preschool and child care centers must maintain a licensing notebook which includes all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.

Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the Michigan Department of Licensing and Regulatory Affairs website at www.michigan.gov/michildcare.

St. Gerard's Preschool and Child Care Licensing Notebook is located in the child care hallway (on the parent/guardian information table) and is available to parents/guardians for review during regular business hours.

I certify that I have received the written information packet documentation as listed above. I also certify that I have been made aware of the availability of the Licensing Notebook as noted above.

Parent/Guardian Signature _____ Date _____