



**2021 SUMMER
CHILD CARE
FAMILY REGISTRATION**

FAMILY NAME _____
Last Name

Father's First Name _____ Last _____

Mother's First Name _____ Last _____

St. Gerard Child Care, 4433 W. Willow, Lansing, MI 48917, Ph. 853-0744.

All families MUST return this form.

Families must use SMART tuition for all billings related to Child Care. If you are a child care only family, select "child care only" as your grade when enrolling in SMART.

Families currently enrolled in St. Gerard Child Care will not be charged an additional Registration Fee. Otherwise, a fee of \$25.00 applies to new and returning families. The registration fee must be included with this registration form.

The following students **WILL** enroll in St. Gerard Summer Child Care:

NAME	GRADE as of Sept. 2021

PLEASE REMEMBER

Once you have returned the form, follow the enclosed instructions and select which days you will be coming to child care.

Make your selections no later than May 15 for June, June 15 for July and July 15 for August.

FEE AGREEMENT, 2021 — Pre-payment is required.

PARENTS' LAST NAME:		FIRST NAME:
STREET ADDRESS:		
CITY:	PHONE:	Cell PHONE:
EMAIL YOU WILL BE USING FOR YOUR SMART TUITION ACCOUNT:		
ZIP CODE:	Work Phone:	
PERSON RESPONSIBLE FOR ACCOUNT:		
EMERGENCY CONTACT:		PHONE:
	Full Time Rates:	Reg. Fee: \$25 Per Student
One student	\$30.00 / per day	\$25.00
Two students	\$60.00 / per day	\$50.00
Three students	\$90.00 / per day	\$75.00
Four students	\$120.00 / per day	\$100.00

PRE-PAYMENT is REQUIRED
DUE THE 15TH of the Previous Month
Priority will be given to those who register by May 15.

Statement of Good Health-Michigan Licensing Rules for Child Care Centers: R 400.8143(8)

All child care centers must obtain, upon enrollment and annually thereafter, a signed health statement from a child's parents/guardians. **Please "✓" all boxes that apply.**

My child, _____, is in good health with any medical concerns or activity restrictions noted here **(If no restrictions, note "none" or "unknown")**:

My child's immunizations are up-to-date and on file in the school office.

I have an immunization waiver on file in the school office.

Written Information Packet-Michigan Licensing Rules for Child Care Centers: R 400.8146

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
- Fee policy
- Program philosophy
- Typical daily routine
- Food service policy
- Schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided
- Parent notification plan for accidents, injuries, incidents and illnesses
- Notice of the availability of the center's licensing notebook
- Exclusion policy for child illnesses
- Medication policy
- Transportation policy, if applicable
- Notice of licensing notebook

This information is provided by St. Gerard Child 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** and 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 Child Care and Preschool 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 the health information for my child indicated above is correct. In the event that any of this information changes, I will inform the child care center in writing immediately. I also certify that I have received the written information packet documentation and that I have been made aware of the availability of the Licensing Notebook.

Parent/Guardian Name(s): _____

Parent/Guardian Signature: _____ **Date:** _____

REGISTRATION MATERIALS CHECK LIST

Complete and return the attached registration materials **AS SOON AS POSSIBLE**. Any child that did not attend the St. Gerard Child Care program during the 2020-2021 school year is considered a new student.

- Child Care Family Registration (Form 1)** — Complete both sides. Tear off this checklist and Smart Tuition instructions to keep for personal use.
- Child Care Information Record – For new and all non-St. Gerard students only!**
It is critical that this information be accurate and current. The names listed must be local people. It is important that the people listed be aware of their responsibility and easily accessible in the event we are unable to locate you.
- \$25.00 Registration Fee — For new and all non-St. Gerard students only.**
This fee is nonrefundable. Checks should be made payable to St. Gerard. **Registration fee must be attached to guarantee enrollment.**
- Current Immunization Records — For new and all non-St. Gerard students only.**
- Green Health Form — For new and all non-St. Gerard preschool students only.**
Must have been signed by a physician within one year of summer care enrollment date. This must be on file before the student will be allowed to attend care. You may obtain a copy of the health form on file in the school the student is presently attending (again, signed within one year of summer care enrollment).

Additional information:

Please contact the child care office if you have additional questions.

Child Care Director: 853-0744, David Gutierrez

Summer Child Care for Smart Users

1. Go to your Smart Account and to the **Purchase Optional Items** tab.
Make sure you are in your 2021-2022 account.

The screenshot shows the Smart Tuition website interface. At the top, there is a navigation bar with the Smart Tuition logo and several menu items: PURCHASE OPTIONAL ITEMS (highlighted in yellow), REVIEW MY BILL, PAY MY BILL, EDIT MY PROFILE, and CONTACT US. Below the navigation bar, there is a header section for 'REVIEW MY BILL' with a background image of children. The main content area shows the user is logged in as TEST TEST BRIAN at St. Gerard School. There are buttons for 'GO PAPERLESS', 'MANAGE INVOICES', 'Family Year End Statement', and 'Student Year End Statement'. A table titled 'PAYMENT DETAILS' shows a list of payments from 03/15/2017 to 02/15/2018, all with a balance due of \$0.00.

Due Date	Payment Amt.	PMT/Process	Paid	Balance Due
03/15/2017	\$0.00	\$0.00	\$0.00	\$0.00
04/15/2017	\$0.00	\$0.00	\$0.00	\$0.00
05/15/2017	\$0.00	\$0.00	\$0.00	\$0.00
06/15/2017	\$0.00	\$0.00	\$0.00	\$0.00
07/15/2017	\$0.00	\$0.00	\$0.00	\$0.00
08/15/2017	\$0.00	\$0.00	\$0.00	\$0.00
09/15/2017	\$0.00	\$0.00	\$0.00	\$0.00
10/15/2017	\$0.00	\$0.00	\$0.00	\$0.00
11/15/2017	\$0.00	\$0.00	\$0.00	\$0.00
12/15/2017	\$0.00	\$0.00	\$0.00	\$0.00
01/15/2018	\$0.00	\$0.00	\$0.00	\$0.00
02/15/2018	\$0.00	\$0.00	\$0.00	\$0.00

2. Select the various weeks or days for summer Child Care.

1 Select Student 2 Smart Cart 3 Payment Complete 4 Confirmation

1 student(s) selected GO Family ID: 1297215004263

Student Name	Billing Item	Quantity	Amount
TEST TEST (Duplicate)	<input checked="" type="checkbox"/> Full Week Summer Care 6/13-6/17	1	\$ 150.00
	<input type="checkbox"/> Full Week Summer Care 6/20-6/24	0	\$ 0.00
	<input type="checkbox"/> Summer Care 6/13	0	\$ 0.00
	<input type="checkbox"/> Summer Care 6/14	0	\$ 0.00
	<input type="checkbox"/> Summer Care 6/15	0	\$ 0.00
	<input type="checkbox"/> Summer Care 6/16	0	\$ 0.00
	<input type="checkbox"/> Summer Care 6/17	0	\$ 0.00
	<input checked="" type="checkbox"/> Summer Care 6/20	1	\$ 30.00
	<input checked="" type="checkbox"/> Summer Care 6/21	1	\$ 30.00
Sub Total:			\$ 210.00

SAVE

3. Click and accept the agreement in each area.

1 Select Student 2 Smart Cart 3 Payment Complete 4 Confirmation

1 student(s) selected GO Family ID: 1297215004263

Agreement

- Full Week Summer Care 6/13-6/17 [View Agreement](#)
- Summer Care 6/20 [View Agreement](#)
- Summer Care 6/21 [View Agreement](#)

4. Pay the fee.

1 Select Student 2 Smart Cart 3 Payment Complete 4 Confirmation

1 student(s) selected GO Family ID: 1297215004263

EDIT FEE

Student Name	Billing Item	Quantity	Amount
TEST TEST (Duplicate)	Full Week Summer Care 6/13-6/17	1	\$ 150.00
	Summer Care 6/20	1	\$ 30.00
	Summer Care 6/21	1	\$ 30.00
Total:			\$ 210.00

Payment Method: Pay Now

Pay using account: --- Select Existing Account ---

CHECK OUT