

**WRITTEN INFORMATION PACKET DOCUMENTATION: St. Mary School Pre-K and Extended Care**

A written information packet has been provided at the time of enrollment. The packet included all the following information:

- 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.
- Discipline policy.
- Food service program.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, illnesses.
- Exclusion policy for child illnesses.
- Notice of the availability of the center's licensing notebook.
  - The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
  - The licensing notebook is available to parents during regular business hours.
  - Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

(Initial)\* \_\_\_\_\_ I certify that I received all of the above items from **St. Mary School**.

***Physical Health Parental Statement for  
St. Mary Pre-K and Extended Care Program***

This acknowledges that my child(ren) \_\_\_\_\_,  
[First and Last Name(s)]

Date(s) of Birth \_\_\_\_\_

who attend(s) St. Mary School Pre-K and/or Extended Care Program licensed/approved by the State of Michigan, is in good health.

- All of his/her immunizations are up-to-date and the immunization record or waiver is on file at school, updated annually.
- Any health restrictions, allergies, medications taken by my child or any other needs are noted below:

\_\_\_\_\_  
Parent or Guardian Name (Print)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Revised 5/1/20