

Step By Step Preschool Childcare Center Parent Consents and Agreement

Please initial and sign:

- ___ I understand it is my responsibility to read the **Step By Step Handbook** in full and to follow the policies and procedures outlined.
- ___ I understand I must enter the building with my child and sign them in and out on the attendance sheet each day.
- ___ I understand there is a FOUR (4) day minimum for Full Day (Monday through Friday) and two (2) day minimum for the Enrichment Program (Monday through Thursday)
- ___ I understand I am responsible to provide a nutritious lunch daily if not purchasing hot lunch at the center.
- ___ I understand I must pre-pay my paper schedule of attendance days by 6 pm each Wednesday. Online Skyward Family Access scheduling with full payment is due by 8 AM on Friday. Schedules/payment turned in after the deadline will incur a \$20 late fee.
- ___ I understand it is my responsibility to notify Step By Step staff of any changes in family and/or emergency information notated on the registration form.
- ___ I understand that any Non-Sufficient-Fund payments (check or credit cards) will incur a \$20 NSF fee. The payment and fee must be paid in full with cash or money order within 2 days in order for my child to attend the program.

Parent Notification of the Licensing Notebook

Child Care Organizations Act, 1973 Public Act 116- Michigan Department of Human Services

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.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at:

www.michigan.gov/michildcare

▪ **Playground Consent**

- The Michigan Department of Human Services, Office of Child Day Care Licensing has established new criteria for playground and playground equipment. A public (school or park) playground is not required to meet all the same playground safety regulations licensed centers are required to meet. Given this information, in order for a child who is enrolled in a licensed program within a school approved by Michigan Department of Education to play on the equipment the parent must give their consent. If you choose not to give your child permission to play on the equipment they will still be taken outdoors with the other children and will be offered an alternative activity.

I have read the above statements issued by the Step By Step programs.

Child(ren)'s name(s) _____

(Please print) _____

Parent/Guardian name _____ (Please print)

Parent/Guardian signature _____ Date _____