

Family Handbook

Preschool, Junior
Kindergarten & Before and
After Care Programs



**2025-
2026**



KINGSBURY
COUNTRY DAY SCHOOL



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Vision, Mission and Values

Mission

It is the mission of Kingsbury Country Day School to foster each child's growth and potential by offering a challenging curriculum and expert instruction in a safe, supportive environment that prioritizes the enriching benefits of outdoor learning along indoor experiences.

Vision

Kingsbury Country Day School is committed to the development of lifelong learners; to promoting critical thinkers; to nurturing respect for ourselves, others, and our environment; and to fostering personal integrity and responsibility by providing a school which uses its strong academic program and diverse outdoor setting to serve families with children in grades through the eighth grade.

Values

The dedicated staff at KCDS provide children the opportunity to learn about kindness, integrity, wonder, community and respect in our programs daily to help support Kingsbury Country Day Schools' mission and vision through these character traits.



General Program Information

Program Philosophy

KCDS staff provides each student with a quality, developmentally appropriate educational experience in a safe and secure environment. The program focuses on providing children with the skills needed to prepare for educational success. It is our goal to create a learning environment that balances child and adult initiated activities. This allows children to construct their own knowledge and understanding with staff support. We thrive on consistent routines that are developed and centered around child interest and abilities. Our learning environment helps support and engage student's so they can actively explore their surroundings, while developing their physical, social, emotional and cognitive development, focusing on the child as a whole.

Licensing Notebook

All Preschool, JK and Before & After Care Programs are licensed by LARA (Licensing and Regulatory Affairs in Michigan). Licensing Notebooks are available for all parents to review during hours of operations at all sites. The notebooks contains all licensing inspection and special investigation reports and related corrective action plans. Licensing review and special investigation reports from the last three years are available in the licensing website at <https://cclb.my.site.com/micchirp/s/>

Early Childhood and Childcare Staff

All of our Early Childhood and Childcare staff are required to have the following information on file: DHSS Clearance, Criminal Background Check, Current First Aid and CPR certification, Negative TB Test and current/ongoing Professional Development hours. All Lead teachers also meet the licensing requirements for education and/or related to child care and child development, as set forth by the State of Michigan.

Office Hours, Phone Number and Location

The office hours at the Lower School (PS and JK) are from 8:05 a.m. - 3:10 p.m. daily throughout the school year. The Child Care office is located in the Lower School, which can be found on the North East corner of the intersection where Oakwood and Hosner Roads meet. The primary phone to reach the Lower School is **(248) 628-2571, extension 3**. The office is closed when Kingsbury Country Day School is closed, as well as during the summer.

Calendars

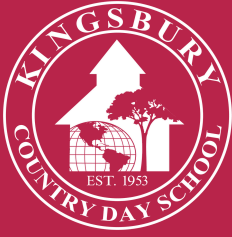
All KCDS tuition programs follow the Kingsbury Country Day School District Calendar. Updated school calendars are available on the KCDS district website. At this time we do **NOT** offer Before and After Care on Ski Friday's, and also do **NOT** offer After Care on Early Release Day's and/or Professional Development Days.

School Closings

Kingsbury Country Day School tuition programs will be closed when KCDS is closed for snow days and other weather-related closures. In the event of a closure due to weather, families will be notified via our school messenger system. If severe weather occurs during school and/or program hours but the schools do not send children home early, the programs will maintain regular hours. If the severe weather occurs during center hours and warrants program closing, parents will be notified and they must pick their children up as soon as possible.

Potty Training

Preschool and Junior Kindergarten students must be fully potty trained prior to starting the program. Accidents are understandable, but if they become frequent, the child may be asked to leave the program.



General Enrollment Information

Enrollment Plan

Recruitment is ongoing and applications are accepted year-round. Please contact the Director of Enrollment for an enrollment packet. New students must be enrolled by their parents/guardians. Prior to enrolling, parents are welcome to participate in a guided tour of the school to obtain detailed information and ask questions. Upon acceptance, parents/guardians must provide copies of the required documents.

Required Documents

Before the First Day of Attendance:

- Child's Birth Certificate
- Children under the age of 6 will require a health appraisal AND immunization record OR waiver
- Child Information Record (CIR)
- \$500 Program Registration Fee/ \$100 Program Registration fee for Before & After Care
- Signed Enrollment Contract
- Completed Enrollment Form
- Copy of the Parent's ID

Discrimination Policy

No applicant for admission shall on the basis of race, color, ethnicity, national origin, sex (including sexual orientation or transgender's identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information, be discriminated against.

Parent Initiated Withdrawal

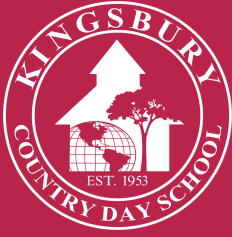
If you choose to withdrawal from the Preschool or Junior Kindergarten Program, contact the Director of Admissions. A written statement from a parent or guardian with at least one week's notice is required to withdraw student(s) from the program. The student is considered enrolled for the entire school year and tuition costs are the responsibility of the parent as stated in the signed enrollment contract.

Program Initiated Dismissal

KCDS reserves the right to dismiss any student or individual if it is deemed that such person(s) fails to follow classroom policies and procedures as determined by the teacher, or in any other fashion creates a continuous disruptions to the learning or safety of others in the program. Written notice will be sent to the parent or legal guardian stating the reasons for dismissal.

Schedule Changes

If you need to make a schedule change, please email the Director of Admissions with a 30 day notice. Please understand there is no guarantee the changes can be made, it is based on availability and adherence to ratios.



Enrollment Information - PS & JK

Tuition Preschool and JK Programs

Our classroom instruction time runs from 8:05 a.m. until 3:10 p.m., Monday through Friday. Half Day dismissal is 11:50 a.m.

PS (Preschool) - 3 Year's Old by September 1st
1:10 ratio

JK (Junior Kindergarten) - 4 year's Old by September 1st
1:12 ratio

Rates

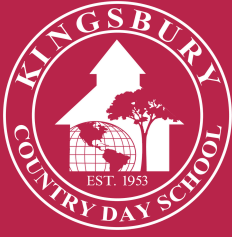
3 days per week - **\$5,400 a year**

4 days per week - **\$ 7,200 a year**

5 days a week - **\$9,000 a year**

A \$500 non-refundable deposit with a signed contract is due at enrollment.

Payment Plans are available for PS and JK Tuition Programs. Refunds are not provided for snow days or other emergency shutdowns that are beyond the control of the school.



Enrollment Information - Before & After Care

Before and After Care Program

KCDS directs all Early Childhood and Child Care Programs from the office of the Director at the Lower School. All policies, procedures and expectations are the same regardless of the site and program.

Before and After Care is located in the Library at the Upper School. Before Care is offered on Full Day's of school (not including Ski Friday's) from 7 a.m. to 8 a.m. After Care is offered on Full Day's of School (not including Ski Friday's, Professional Development Days or Early Release Days) from 3:30 p.m. to 5:30 p.m. If student's are not picked up by 5:30, a fee of **\$1 a minute** will be incurred.

Schedules and/or changes should be set up with the Licensing Director.

Rates

There is a \$100 registration fee per family. There are no refunds for absences. If you need to make a schedule change, please contact the Head of School.

Before Care: **\$5 a day**

After Care: **\$15 a day**

Drop-In Fees are as follows

AM drop-in: **\$7.50 + \$10 registration fee/month**

PM drop-in: **\$20+ \$10 registration fee/month**



Health and Safety

Confidentiality

The health and safety of every child enrolled in our programs are of utmost importance to us. Therefore, the following policies and procedures are in place to ensure the safety of our students, staff and KCDS community. The center will abide by all confidentiality laws, as enacted by the Michigan State Legislature. No other use of this information will be given without the written consent of the guardian. Volunteers are expected to follow the same confidentiality as staff members when in the classroom or attending field trips. The only instance in which information will be share about a child or family without a parent/guardian's consent, is when staff has reason to suspect child abuse or neglect.

Health Appraisals & Immunization Records

- The health appraisal (physical) and Immunization Records (or certified waiver) are required before children can attend any KCDS Early Childhood Programs. The Michigan Depart of Health and Human Services (MDHHS) requires physicals every 2 years for children 30 months through Kindergarten age.
- A current immunization record is required for all students through Kindergarten. Due to a rule change from the Michigan Department of Community Health, certified, non-medical waivers exempting children from receiving immunizations must come from Oakland Country Health Division. For more information visit www.oakgov.com/health
- Health appraisals, observation sheets, notes and immunization records are held in children's confidential files in locked file cabinets.

Health Care Policy

KCDS health care policy uses the follow health practices and procedures:

- Children and staff wash their hands using soap, for 20 seconds, rinse with running water and dry with individual towels
- If soap and water are not readily available, hand sanitizer may be used
- All staff are trained in the correct procedures for Blood Borne Pathogens and First Aid
- Safe handling of body fluids will include the use of vinyl gloves and Standard Universal Precaution
- Cleaning and Sanitizing of all equipment, toys, and other surfaces will be completed at least daily, following the 3-step process indicated by state licensing
- Tables will be cleaned after eating
- Cots will be sanitized daily

Illness Policy

The staff **CANNOT** accept a sick child at our center. If children begin to show any signs of illness while in attendance, parents will be contacted for immediate pick up that must take place in **one hour**. Please do not send your child if he/she has a fever, diarrhea, has vomited in the past 24 hours or is displaying upper respiratory symptoms. Your child will have to be free of these symptoms for 24 hours minimum, and if sent home may not return the next calendar day. If your child has been absent due to a communicable disease, they must present a doctor's note documenting the child is able to return to school.

KCDS policy and the Child Care Licensing Division Michigan Depart of Licensing, Regulatory Affairs (LARA) and Divisions of Communicable Disease & Immunizations of Michigan Department of Health and Human Services (MDHHS) is in accordance with "Managing Communicable Diseases in School". This documents provides schools with general information about what steps they can take to prevent and control communicable diseases. Children are considered too sick to remain in the group and are to be excluded from care for any of the following:

Illness Policy Continued...

- **Fever** - A children has a temperature of 100.4 degrees F by mouth, or 99.4 degrees F under the arm. The child should not return until after 24 hours of no fever, without using fever-reducing medications
- **Diarrhea** - If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours before returning to care. Exception: This may occasionally be case by new foods a child has eaten, a call to the parent to find out if this is the likely cause can be made.
- **Vomiting** - If the child is vomiting
- **Rash** - If the child develops a suspicious rash. Exclude until a physician has determined it is not a communicable disease.
- **Crying and Complaining** - Any time a child is not his/herself, is complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.

Communicable Disease Policy

The policy of KCDS regarding communicable disease complies with the rules and regulations of Michigan Department of Health, Oakland County Health Department , Michigan Department of Human Services and the Public Health Code. KCDS will report illness to the local health department and use the guidance of the public health specialists to indicate the type of communication that will be sent to families and posted in the center.

Illness Procedure

This procedure allows parents to have the opportunity to choose how they want the situation handled, while helping to support the health and safety of children and minimizing the spread of infection.

- Parents will be notified when an illness is present
- The center shall place the sick child in an area and care for and supervise the child until the parent arrives. This practice ensures the health and safety of the sick child while minimizing the spread of infection and ensuring the comfort of the sick child.
- Michigan Department of Health and Human Services (MDHHS) determines a child is too ill to remain in the group if any of the following are met:
 - The illness prevents the child from comfortably engaging in activities as determined by the center;
 - The illness results in greater need for care than the childcare staff can provide without compromising the health and safety of other children in our care;
 - The MDHHS states that KCDS is responsible and accountable for ensuring the child too sick to remain in the group is separated enough from well children to prevent the spread of illness further to the other children

Additionally, any other person shall not use items by an ill child or adult until those items have been washed, rinsed and sanitized. To help stop the spread of communicable disease, licensing requires washing, rinsing and sanitizing the surface or article vigorously with soap and water, rinsing the surface or article with clean water; submerging, wiping or spraying the surface or the article with a sanitizing solution, and letting the article or surface air dry. Laundering bedding, stuffed toys and dress up clothes in hot water and detergent cleans and sanitizes these items. If the item cannot be laundered, it must be discarded when soiled.

Medication Administration Policy

The following policies must be followed if your child needs medication while in attendance.

- Medication Permission forms must be filled out and signed by a parent/guardian. This will include the name of the medication, the dosage, times to be administered and storage requirements.
- **At no time shall medication be kept in backpacks, lunchbox, food containers or any other transport device.** The parent/guardian must hand deliver the medication with the completed medical permission form.
- All medication must be kept in it's original container, with the child's name clearly visible, the name of the doctor, dosage, frequency printed on the label for the sole use of that child. Non-prescription medication is kept in a locked cabinet with the medication permission slip. Staff initial the form each time the medication is administered.
- Sunscreen and topical creams sent from home must be labeled with your child's first and last names.

Emergency Drills

Each year practice drills will be conducted for fire safety, evacuation, tornado and lockdown throughout the year. Our center maintains a log of these.

Crisis Management Plan

In the event of a building emergency, school personnel will follow the appropriate steps outlined in KCDS Safety Procedures.

Accident and Injury Procedure

The staff is very aware of the possibility of accidents occurring. The best prevention of accidents is anticipation, and our staff is trained to foresee possible situations that could cause problems. Despite our best efforts, accidents do sometimes happen.

- The teacher will address minor accidents, and if applicable, an incident form will be filled out, and parents will be contacted via phone or email.
- For serious injuries, staff will notify the parents by phone and emergency action will be taken based on the guidance by parents. An incident report will be filled out and if the child visits the hospital additional documentation will be submitted to LARA licensing within 24 hours.

Child Release Policy

Because of our concern for the safety of our students, these guidelines will be followed:

- No child will be released to a person other than a parent/guardian during school hours without prior permission of parent or guardian as provided on the the Child's Information Record (CIR)
- If a parent/guardian desires that his/her child be released to another person not indicated on the CIR, the following must be received in writing:
 - 1. The name of the person to whole the child is being released
 - 2. The time of the release and the length of time for which the child is to be released
 - The purpose of the release
- Exceptions will only be made during emergencies. The Head of School will make the determination of whether an emergency exists.
- The person to whom the child is released to will be required to sign a log indicating the time and purpose of release. If the person is not known/recognized by the staff, **Photo Identification will be required.**

Child Release Policy Continued

If the Head of School has any doubts about the documentation presented, a decision to not release will be made.

- No PS or JK child will be permitted to walk home alone. The parent/guardian, or authorized adult, must pick up the child at school.
- With regards to divorced or separated parents:
 - A birth parent without custody may have access to his/her child or have the child released to him/her.
 - Where applicable, parents with custody should inform the school of custody arrangements, and if necessary, provide a court order, which will be kept on file in the school office. Without this court order, the school cannot legally prevent the non-custodial birth parent from taking the child.



Classroom Information

Teaching Practices

KCDS uses a team approach - meaning that teachers are equal members of a teaching team and jointly contribute to the learning environment, routines and schedules. Each teacher is responsible for a primary group within the class and will provide majority of the communication to the families in our programs.

Curriculum

KCDS uses our Michigan Early Childhood Standards of Quality to guide teachers instruction in the classrooms. Teachers plan their lessons based on the children's interest and developmental levels. KCDS supports our environmental science model, and teachers do their best to take education outdoors.

Assessment

Our teachers use developmentally appropriate assessments at each age level classroom and collect data to share with families about their child's abilities in all domains, focusing on the whole child.

Parent Teacher Conferences

Early Childhood Program staff provide parent teacher conferences twice a year. Once in the late Fall and again in early Spring. Look for sign up from the individual teachers at those times.

Curriculum Night & Meet the Teacher

At the beginning of the school year, the school will invite families to attend a “Meet the Teacher” night, to help aide families in transitioning to early schooling. Families will be able to see their classrooms, meet the teachers and other students enrolled, and learn about the curriculum and expectations for our students and their families.

Classroom Routine

Teachers will post their consistent daily schedules in the classroom for families to access easily.

Outside Time

Children will go outside everyday, weather permitting. Please ensure your child has the correct clothing that is appropriate for the weather. In the winter your child will need winter boots, snow pants, a winter coat, gloves and a hat. In the Spring Time we ask that children have rain pants, rain boots and a rain jacket. School policy states that we will take children outside, except if the real feel is lower than 10 degrees F.

Clothing

Children should have spare clothing that is kept at school in case of accidents and messes. Items should include 2 pairs of underwear, 2 pairs of socks, a pair of pants/shorts, and a shirt. These items should be labeled and be kept in a zip lock baggie.

Labels

It is crucial that your child’s name is on all of their belongings. KCDS is not responsible for lost items.

Rest Time

All children in care for more than 5 continuous hours must have rest time for 1 hour. Parents are responsible for providing items for rest, including a blanket and/or pillow. The nap items will go home on the last day of the week to be laundered and then returned the following school day.

Field Trips

Parents will be notified in advance of any planned field trips, which will be the parents responsibility to transport their child to and from . Written permission and fees associated will be the responsibility of the families.

Communication Folders

Teacher use weekly communication folders to share updates, news, projects made at school, etc. Teachers send them home on Fridays, and families return them to school the following school day.

Nutrition

KCDS does not currently house a Hot Lunch or Breakfast program.

Families must provide a cold lunch and 2 snacks daily for their child.

Parents should label their child's lunch box and water bottle with their child's name. Lunches and snacks should include a variety of healthy food, including vegetables, fruits, cheese, meat, crackers, etc. Utensils are not provided , and there is no refrigerator or microwave available. Please pack meals accordingly. All food and drinks not consumed by the end of the day will be discarded or returned.

Family Involvement

Children who are successful in school have many healthy interconnections between family, school and community. Parent involvement in the learning process strengthens learning at home and is directly linked to positive child outcomes at school. Parent involvement is welcomed and encouraged. To establish and maintain a strong-home connection, we offer the following ways for families to be involved:

- Volunteering in the classroom; Talk to your child's teacher about how you can help
- Supporting children's learning at home
- Reading school and classroom letters and emails
- Responding to teacher communication
- Attending school events, curriculum nights and parent teacher conferences

Volunteering

Parents are welcome in the classroom at any time, as long as they have contacted the teacher. Parents must complete the volunteer screening as described below. Parents will follow the daily routine as set by the teacher, but will never be left alone with children.

Any adult wishing to volunteer at the school or attend a school sponsored event as a volunteer must fill out a volunteer form annually, and provide a copy of their driver's license. Volunteers will be screened through internet sites, such as Sex Offender's Registry, Internet Criminals History Access Tool or other similar sites. Volunteer forms can be found in the school office or on the website, and must be completed at least two weeks prior to the volunteer date. If the volunteer refuses to submit a background check, they will be prohibited from volunteering at the school.



Student Conduct

Conflict Resolution

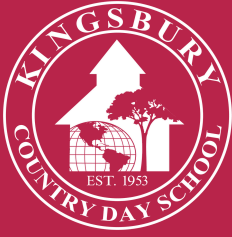
Staff supports children as they begin to understand their behavior choices and learn appropriate ways of interacting with others. The approach KCDS uses promotes and encourages self-regulation, self-direction, self-autonomy and the spirit of cooperation. We use a six step conflict resolution model:

1. Approach the children calmly and stop any hurtful actions
2. Acknowledge children's feelings
3. Involve children in identifying the problem by gathering information
4. Restate the problem in children's vocabulary
5. Ask children for solutions and encourage them to choose one together
6. Give follow up support when children act on their decisions

Code of Conduct Dismissal Policy

KCDS Employs positive child management techniques. The staff expects that parents will discuss appropriate behavior with their children. When consistent appropriate behavior occurs, the following procedures will be in place.

1. Parents will be informed of the undesirable behavior and a plan for improvement will be discussed
2. If the behavior continues to be inappropriate a more formal discussion will occur involving the Director.
3. The center reserves the right to remove the child from the program if the inappropriate behavior continues



Ski Friday's

About the Program

Kingsbury Country Day School values the outdoor classroom, therefore the school sponsors a unique ski program. This is a long standing tradition is enjoyed by students, teachers and families alike. This very popular program encourages the acquisition of lifelong fitness skills for KCDS students. Four Friday's during January and February are designated for the program. In the event of inclement ski conditions, skiing will be canceled for the day and school class will be conducted instead.

Location

The KCDS downhill ski program is conducted at the Mt. Holly Ski Area, located 22 miles west of campus. Preschool and Junior Kindergarten parents transport students directly to Mt. Holly and remain at the hill with their students to supervise the entirety of the day.

Pricing

Life tickets and equipment rental fees are the responsibility of the family and must be paid at the hill. Students who have their own equipment may bring it to the hill on ski days. Kingsbury will not assume responsibility for loss or damage of ski equipment used in this program.

Lessons at the Hill

Students new to KCDS are encouraged to take a group or private lesson on the first day of the program. This will help the student and the Ski Patrol at Mt. Holly to determine what hills are safe for the student, and if they should use the magic carpet, tow rope or chair lift to ascend into the hills. Parents wishing for either private or semi-private lessons for skiing or snowboarding must schedule those arrangements themselves by contacting Mt. Holly Ski School (refer to the “Ski Packet”) in advance of ski date.

Parents Role

One parent must be present on ski days in order for a Preschool or Junior Kindergarten student to participate. If a parent or other legal guardian cannot be present for ski day for a PS or JK student, that student will attend a multi-age classroom on campus for the day. School at KCDS may be staffed by your child’s regular teacher or another faculty member. If you have any questions regarding the Ski Program, please contact Sue Mallard at suemallard@choiceschools.com .



Additional Policies and Procedures

Grievance Policy

Currently enrolled KCDS families shall follow the procedures to make a complaint and/or grievance about any KCDS staff, policy or procedure:

1. A person who has a concern/complaint about any aspect of KCDS is encouraged to discuss the matter with the child's teacher or staff person involved in the concern.
2. If the informal Step 1 Process does not resolve the matter, the person is encouraged to contact the Head of School to request a meeting (248-628-2571)
3. A written complaint may be submitted to the Head of School, 5000 Hosner Road, Oxford, MI 48370. The complaint shall include 1) The name of the person filing the grievance; 2) The facts of the incident or action complaining about; 3) the date of the incident or action - giving rise to the complaint; 4) the specific relief sought. (A step 3 meeting shall be set up for all parties involved)

Reporting to Child Protective Services

The KCDS staff are deemed mandated reporters by the State of Michigan, Department of Health and Human Services which governs all schools and childcare programs per Michigan Law, 1975 PA 238, MCL 722.621 et. Seq. Requires the reporting of any suspected child abuse and neglect by mandated reporters. The Child Protection Law includes the legal requirements for reporting, investigating and responding to child abuse and neglect.

Pesticide Notification Policy

The State of Michigan requires licensed childcare centers to notify families when pesticides are applied to the center property. The Kingsbury Country Day School District normally applies pesticides during the summer or other vacation periods when school is not in session. Families have the right to be notified before any pesticide application made on school grounds and buildings. Upon registration in September of each year, the center will notify parents or guardians informing them of the following:

- KCDS has a pesticide application policy
- Families will receive an advanced notice of pesticide application that will include the target pests or purpose, approximate location, date of the application, contact information for the center and the toll-free number for a national pesticide information center recognized by Michigan Department of Agriculture. The NPIC toll-free number is 1-802-858-7378.
- Liquid spray or aerosol insecticide application will not be performed in a room of the center unless the room will be unoccupied by the children for not less than 4 hours or longer as required by the pesticide label for use.
- The two methods for advance notification to parents or guardians, or pesticide application will be 2 of the 4 following practices: a wall posting, a newsletter, an email or posted on the website.

Drug Free and Smoke Free Zone

Our facilities and grounds are drug free and smoke free zones. Please extinguish cigarettes and properly discard smoking products prior to entering the parking lot and building. This includes chewing tobacco. Help us stay a drug free and smoke free zone by informing anyone that will be escorting your child to and from school of our policy. If your child is using our transportation to and from school, please help us set a good example to all children on the bus by also keeping the bus stop a drug free and smoke free zone.

FAMILY HANDBOOK RECEIVED

I have received a copy of the Family Handbook and am aware that the licensing notebook is available for review during regular business hours or access to the reports can be viewed at www.michigan.gov/michildcare.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

Child Care Licensing Bureau

- ☐ The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.
- ☐ The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.

I have read the above statement issued by _____

Name of the Child Care Center

Child(ren)'s Name(s):	
--------------------------	--

Parent Name _____

Parent Signature _____ Date _____

LARA is an equal opportunity employer/program.