

Our Lady of Hope Preschool & Extended Care
106 E Wheaton Ave. Clare, MI 48617

Paperwork Receipt Signature Page 2023-2024

____ **HANDBOOK:** I have received the Our Lady of Hope Preschool and Extended Care Program Handbook and agree to the policies and procedures set forth within. The handbook included...

- Criteria for admission and withdrawal
- Schedule of operation, denoting hours, days and holidays during which center is open and services are provided.
- Fee policy
- Discipline policy
- Food service program/policy
- Program philosophy
- Typical daily routine
- Parent notification plan for accidents, injuries, incidents, & illnesses
- Medication Policy
- Exclusion policy for child illnesses

____ **FOOD SERVICE POLICY:** Our Lady of Hope Preschool DOES NOT offer a daily hot lunch program. A cold lunch from home must be provided each school day. This should include a beverage. All lunches will be kept in the student's locker until lunch time. **Please note: A child will not be deprived of a meal if the parent fails to provide it.**

____ **NOTIFICATION OF LICENSING BOOK:** (BCAL5053)
All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all corrective action plans for the last 5 years. • 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 reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the Child Care Licensing Bureau's website at www.michigan.gov/michildcare.

____ **MEDIA RELEASE:** I hereby give permission for the personnel of Our Lady of Hope Preschool & Extended Care to photograph, videotape, or display my child's image or their work (or allow area news reporters to do the same). **Usage is permitted for Public Information for Promotion of Our Lady of Hope Parish Programs. (This includes internet and newspaper coverage.)**

____ **TUITION POLICY:** I understand and agree to the financial responsibility of payment for all program services received through June 2024. **All services are prepaid.**

Preschool: This includes a **\$100 non-refundable registration fee**, a **\$50** snack fee and tuition in the amount of **\$3200** for 3-day preschool. **Extended Care:** This includes a **non-refundable registration fee of \$25/family and \$12/child/day and \$22/child/day for early release care tuition.**

I have read and agree to the above statements issued by Our Lady of Hope Preschool/Extended-Care.

Children's Name(s): _____

Parent Printed Name: _____

Parent Signature _____

Date: _____