

**Our Lady of Hope Preschool & Extended Care  
Paperwork Receipt Signature Page 2018-2019**

\_\_\_\_ **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
- Program philosophy
- Typical daily routine
- Parent notification plan for accidents, injuries, incidents, & illnesses
- 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 every school day. This should include a beverage. All lunches will be kept in the student's lockers 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)  
Child Care Organizations Act, 1097 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](http://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 2019. **Preschool:** This includes a **\$100 non-refundable registration fee**, a \$50 snack fee and tuition in the amount of \$3000 (3-day program) or \$2000 (2-day program). **Extended Care:** This includes a **non-refundable registration fee of \$20/child** and \$10/child/day and \$20/child/day for early release care tuition.

I certify that I received all the above items.

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_