

WRITTEN INFORMATION PACKET DOCUMENTATION

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems

Child(ren)'s Name(s) (Last, First)	Center Name
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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.
- Other _____

I certify that I received all of the above items.

Parent/Guardian Signature

Date

Note: A single BCAL-4340 form may be used for all children in the same family.

LARA is an equal opportunity employer/program.

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Enrollment Policy

ENROLLMENT POLICY

Children are enrolled in Future Scholars Childcare & Preschool on a first come, first-serve basis. We accept children between the ages of 6 weeks and 12 years of age, offering Infant, Toddler, Transition, Preschool and School Age programs. We also offer before and after school care and a Summer Camp filled with lots of summer fun. Busing during the school year is available to some local schools. Check with the Center Director for availability.

There are several forms that must be completed before we can assume responsibility of caring for your child. You must pay the **yearly** registration fee per child. We also require a one week deposit for tuition before we can accept your child's enrollment. **NO EXCEPTIONS**. This is a joint effort between all involved so let us make it a happy and meaningful experience. (***Required by the State of Michigan**).

The forms are as follows:

- Parents Social Security Card (**copy**)
- Child's Birth Certificate (**copy**)
- Parent's photo identification (**copy**)
- Future Scholars Childcare & Preschool Childcare & Preschool **Contract for Services (Completed at the center)**
- **Child Information Record (completely filled out)**
- Immunization Records/Card
- Health Appraisal (**filled out by your child's physician**)
- **Child information card***
- All about me page
- Sunscreen Permission
- Food Program Worksheets
- Licensing Rules for Child Care Centers*
- **Medication Permission Form**
- **Non Medication Form**
- Transportation Agreement (**Before/After School Program Only**)*
- ****Child Development and Care Provider Certificate/Notice of Authorization (DHS only)**

You are required to keep us informed of any change in addresses, telephone number and other pertinent information listed on any/all the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Enrollment Policy

ITEMS TO BRING

Below is a list of necessary items to bring to Future Scholars Childcare & Preschool on or before your child/children first day. These items will help to ensure your child/ren are comfortable and will provide an easier transition to Future Scholars Childcare & Preschool.

- **All enrollment paper work** (if not yet given to the Director)
This includes a copy of your child/children updated immunization record, health appraisal, emergency card, Future Scholars Childcare & Preschool Contract for Services, and other important documents. All paperwork must be given to the Director prior to your child/children first day at Future Scholars Childcare & Preschool.
- **At least 2 changes of clothes** (including socks and underwear)
Please be sure to replace this set of clothes in the event that it gets used or if your child should outgrow it. The extra outfit will be labeled with your child's name and stored in your child's cubby.
- **Small pillow, crib sheet and blanket** (only for toddler room and above)
Please place these items in the Future Scholars Childcare & Preschool provided nap bag. Pillows must fit inside this bag. (Purchase travel size pillow at Walmart) Please do not bring large pillows or large blankets as we do not have ample space to store them.
- **Sunscreen and bug spray** (in spring and summer seasons)
Please label both items with your child/children first and last names. These items will require you to sign a medication form and will only be administered by classroom teachers or the Director.
- **Diapers and wipes** (if applicable)
Please be sure to bring a full pack and label the pack with your child/children first and last names. These items will be stored in classroom. You will be informed when these supplies are in need of replenishing.
- **Pre-made bottles and /or baby food** (if applicable)
These items must be pre-made and labeled with the date, contents and child's first and last names. State regulation require the parents/guardians must prepare bottle for ready to use.
- **Any standard medications that your child may require.**
Please label the medication with your child's first and last name. All medicines will require a parent to sign a medication permission form and will only be administered by our trained and designated staff. All medicines must always be in their original containers with the original pharmacy label information. (So as the pharmacy for a daycare portion, if applicable)

FUTURE SCHOLARS LEARNING CENTER Withdraw Policy

PROGRAM DEPARTURE

Withdrawal

In the event that you need to withdraw your child from Future Scholars LLC., a one week written notice is required if you would like to apply your one week deposit. Failure to submit a one week notice will result in forfeiture of the deposit. At the time of your notice, the one week deposit will be applied towards your remaining tuition balance. Please check your account for your adjusted balance. In the case of immediate withdrawal, the deposit is non-refundable. One week of absence without notification is considered justification for dismissal and will result in forfeiture of the deposit.

DISMISSAL

Working Towards a Positive Solution

Future Scholars seeks a partnership with our families as a basis for their children's success within our program. When a child's teacher or an administrator has concerns about a child's behavior or other circumstances, he or she will document such concerns as they arise. The center will inform and involve the child's parent/guardian by notes, phone calls, and meeting as necessary to establish collaborative environment.

GUIDELINES – WHAT IS ASKED OF CHILDREN

- There will be no running permitted in the center classrooms.
- All food and drinks must be kept at the lunch table.
- No standing or climbing on chairs, tables or furniture.
- Respectful treatment of other people, property, toys and furniture is expected.
- Willful destruction of property will be charged to the parent at the cost to replace the item.
- No playing in the bathrooms
- There will be no coloring on walls, tables, chairs, books, computer, etc.
- No name-calling, foul language or yelling.
- No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
- No picking-up, pulling, poking or squeezing of babies.
- All kitchen and bathroom cupboards are off limits to childcare children.
- All children must take turns and share.
- Always help clean-up
- Laugh, smile, play and be happy

Note: Please support us in the enforcement of these rules, in order to create a better environment for all.

We use a child-centered/family approach which seeks to accommodate wide range of individual differences so it is only on rare occasions that a child's/family's behavior may warrant the need to find a more suitable setting for either a short-term or permanent basis. If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate the center's decision to dismiss. You will be given one-

FUTURE SCHOLARS LEARNING CENTER Withdraw Policy

week to find suitable care. The following are some reason for dismissal of a child or family from the center:

- Child care setting might not be best environment for every child.
- Over-stimulation
- Intimidation by the large amount of children
- High-level of activity
- Extreme behavior problems
- The child is not benefitting from our environment
- Concern about the safety of your child or other children
- Consistent late pick-ups

Future Scholars will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s) before a disenrollment occurs. In the event that a child displays undesired behaviors that require specialists' or additional attention, Future Scholars LLC reserves the right to suggest an outside community resource to provide support and assistance with managing these behaviors, especially if it is disrupting the classroom harmony or causing harm to other children, staff or property, Future Scholars LLC reserves the right to terminate care and all deposits on the account are forfeited. If a community resource becomes involved and provides instructions for involved parents and staff these instructions must be followed through by both parties. If they are not maintained, care may be terminated.

Child Actions:

- Reasonable time the child is unable to adjust to the program
- Physical or verbal abuse to staff and children
- Destruction of property
- Excessive biting children/staff
- Tantrums/anger outbursts
- Bullying of other children

Parent Actions:

- Parent/guardian demand special services that depart from the philosophy of Future Scholars program
- Non-payment of tuition
- Failure to abide by center policies
- Requirements imposed by the appropriate licensing agency
- Demand special services that are not provided to other children

Immediate Disenrollment:

- Parent/guardian becomes physically or verbally abusive or intimidating to center staff or another family while on center property.
- Potentially dangerous behavior by a parent or child

***Future Scholars does reserve the right to dismiss a parent or child at any time from the program.**

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Hours of Operation

HOURS OF OPERATION

Normal hours of operation are Monday through Friday 5:30 a.m. to 6:00 p.m. Your specific hours outlined in your Contract and Rate Agreement. Future Scholars LLC., requires (1) one-week's notice if you need to change your enrollment hours. We also reserve the right to terminate if the new hours will not work well for the childcare business.

SCHEDULE CHANGE

Parents who wish to change their child's schedule must submit a written request to do so. Future Scholars requires a one-week notice when changing the days or times of enrollment. A schedule change will not be considered final until a new contract has been signed (if necessary). If the requested schedule is not available, parents may need to continue with the current schedule until the requested schedule becomes available.

HOLIDAYS

Future Scholars is closed on these holidays. The dates may change but the holiday will not. In case of part-time enrollment parents will pay for the holidays which fall on the day/s their child is scheduled to attend. **You do not get to pick a different day to bring your child.** We will also be closed the day after or before a holiday if that holiday falls on the weekend. For example, Fourth of July falls on a Sunday we will be closed the Monday after.

New Year's Day

Martin Luther King Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

New Year's Eve

2 Yearly Staff Trainings (Spring/Fall)

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Fee Policy

ANNUAL REGISTRATION FEE

A non-refundable per child registration fee is due at the time of enrollment and annually thereafter. Annual registration fee of \$65 per child and \$100 per family of 2, \$10 for each additional child is due at the time of registration for children new to the program. Parents must re-register each year by the second Monday in August. If you have been enrolled for less than a year, you will be charged a prorated rate for the months you have been enrolled. Yearly registration fees are \$50 per child and \$75 per family of 2, \$5 for each additional child. Full and part-time rates include breakfast, am snack, lunch and pm snack. **Both the registration and re-registration fee are non-refundable. *Rates are subject to change yearly.**

ONE WEEK DEPOSIT

A one week deposit is required at the time of enrollment. This fee will be applied to your last week of tuition when a one week notice of your intention to withdraw is given in writing to your Center Director. This includes temporary withdrawals with the intent to return. If a one week notice is not given to the Center Director, the deposit will be forfeited to Future Scholars LLC.

RETURNED PAYMENTS

A \$35 fee will be added to your account for any payments returned for any reason, including, but not limited to returned checks, non-sufficient funds, and stopped payments. If a check is sent through twice before it is finally returned unpaid then you will be charged the bounced check fee for each time the check has tried to clear. Future Scholars LLC., reserves the right to terminate this contract for any account that maintains a balance that is beyond the two-week deposit being held. We reserve the right to terminate this contract and require that all further payments be made by a money order if more than three (3) checks/payments bounce in a 3-month period of time. **NO CASH WILL BE ACCEPTED FOR TUITON PAYMENTS.**

If your childcare account remains unpaid for any reason, be advised that your account will be reported to *ProviderWatch* immediately. *ProviderWatch* is a credit-reporting agency that specializes in childcare accounts. When your delinquent account is reported to *ProviderWatch*, will likely make it more difficult for you to find a childcare provider who is willing to accept your children until you have taken care of any such accounts that have not been paid. You may contact *ProviderWatch* if any childcare provider informs you that their denial for care was based on information received from this agency. *ProviderWatch* will disclose any delinquent account information on record so that you may resolve your account.

10-HOUR POLICY

Full time tuition is based on a 10-hour day. If your child requires care that exceeds this time, a premium charge will be incurred. These fees will be added to your account and would need to be paid with your weekly rate.

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Fee Policy

HOURLY CONTRACTS

Hourly contracts are based on hours only and have to be pre-approved before your child can be cared for. Payment is due in advance and pre-approved schedule will need to be established and payment must be made. If you go over the hours that are prearranged then you are responsible for the extra hours at the premium fee. For example: You give us the hours of 9am until 2pm that is 5 hours of care but you pick-up at 3:15pm, you are responsible for the extra 1 hour 15 minute of care. This extra fee needs to be paid when you pick up at a rate of: \$5 for the first 15 minutes and \$1 for each additional minute.

CONTRACTED HOURS

The hours indicated on your contract are the hours our center is staffed to provide care for your child. If you need to drop off or pick up beyond your contracted hours, you must **get prior approval** from the Center Director and a **premium fee** will be applied to your account. For the safety and security of all the children in our care, **unscheduled and unapproved drop-offs** will result in a refusal of care until your contracted hours begin.

LATE PICK-UP POLICY

Your schedule is listed in your Contract for Service, if you pick up after the time; you are charged a late pick up fee. (Examples: If you put 4:30 p.m. as your pick-up time, your late fees will begin at 4:31 p.m. even though the childcare is open until 6:00 p.m.). (If you put 8:30 a.m. as your drop-off time and you continue to drop off more than 30 minutes to an 1 hour, early without making arrangements with the director, you will be charged an early fee even though childcare is open at 5:30 a.m.). **Again, we staff according to child/ren's schedules. Please be courteous and arrive and pick up on time.**

Parents arriving after the scheduled closing time of the center will be charged a \$1.00 per minute fee per child. This fee will be added to your next week's tuition and must be paid that week. We expect each parent to arrive with enough time to retrieve your child's belongings and exit the building before closing time. If more than three (3) late pickups occur in a 3-month period you may be asked to leave the center and will forfeit all deposits and registration fees.

UNSCHEDULED ADDITIONAL CARE

If you need to schedule an additional day of care for a specific week, please check with the Center Director for availability. Fees incurred would need to be paid with your weekly rate.

Unfortunately, we are not able to substitute unscheduled days for scheduled days missed.

TRANSPORTATION OF CHILDREN

Children under five (5) years old will not be transported in a Future Scholars Childcare & Preschool activity vehicle, unless it is equipped with a three point harness system and the child can utilize an appropriate child restraint seat/device as required. School age (defined as eligible for Kindergarten) children may be transported in activity vehicles.

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Fee Policy

Schools We Transport

Schools we transport to are: Clinton Valley, Mount Clemens Montessori, Prevail and Tenniswood. Please have children here so they can have breakfast before we leave for school if your children receive breakfast at school we have to leave the daycare 30 minute prior to school starting so please have your children here so they don't miss out.

Schools Bus Transportation

There are school in the area that do pick up at our location. You will need to set up that transportation prior to your child being picked up by the school bus. The schools are: Graham, King, Seminole, and South River.

Transportation Fee

There is a small fee for transporting children to and from school. If you need transportation there will be a fee of five dollars (\$5) per child/week during the months of September thru June. We do not provide transportation from your home to the center or from the center to your home. You are responsible for getting your child to and from the childcare.

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Appendix B

Appendix B

***NSF CHECKS**

If a check is returned to for non-sufficient funds, you will be required to pay all fees that were incurred because of the returned check. Childcare services will immediately halted until full payment of tuition and NSF charges are made, in CASH. In addition, if this happens a second time, we will only accept cash payment from you. **Parent agrees to pay \$35.00, Non-Sufficient Funds, and any additional costs incurred, along with daycare late fee if payment returned NSF to Provider. There after payments will be cash, or money order.**

****DHS/FIA**

Your childcare has to be in place before your child/children can start and I would need to receive the DHS-198 – Child development and care certificate/notice of authorization. With hours approved and DP% with beginning and ending dates. If for any reason you decide to terminate childcare or change hours you would need to give me (2) two-weeks' notice or you are responsible for any termination and late fees if not paid before your child is removed from my care.

If you decide to start your child before childcare is approved then you are responsible for your child/children's tuition. If you are approved for care and the approval does not cover all of the tuition then you are responsible for the balance. Payment arrangements will be set up at the time of enrollment. If you are late then all late fees are the parents' responsibility and you will need to follow the late fee procedures.

TAXES

Future Scholars Childcare & Preschool will supply you with a year-end summary of all daycare fees paid for tax purposes. This will be given to you in January each year or when services are terminated. It will be mail to the address on file

ABSENCES

You are encouraged to call between the hours of 7:00 a.m. – 9:00 p.m. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message on our voice mail, we will call you back as soon as possible. **Parent agrees to pay the No Show fee of \$20.00 if no notice of absence given to the Provider.**

CONTRACT ADHERENCE

This is our place of business, so please be respectful by adhering to the policies and procedures outlined in the parent handbook.

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Appendix B

We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If we do make a change to the contract, you will be given a copy.

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year that their child/children are at Future Scholars Childcare & Preschool. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of any changes

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Rate Schedule 2021

Rate X Student Age	Full Time hours	Full Time 5 Days	Part Time 4 Days	Part Time 3 Days	Part Time 2 Days	Daily
Infants	Up to 10 hours	\$250	230	210	200	62
Toddler	Up to 10 hours	\$240	215	190	175	70
Transition Room	Up to 10 hours	\$220	190	165	120	60
Pre-School	Up to 10 hours	\$200	185	150	110	55
Virtual Learning K-6	Up to 10 hours	\$160	155	135	100	50
School-Age – School Break	Up to 10 hours	\$130	120	115	90	45
School Age Summer Camp	Up to 10 hours	\$145	130	120	80	40

ONE WEEK DEPOSIT - a one-week deposit is required at the time of enrollment. This fee will be applied to your last week of tuition when a two-week notice of your intention to withdraw is given in writing to your Center Director. This includes temporary withdrawals with the intent to return. If a one-week notice is not given to the Center Director, the deposit will be forfeited to Future Scholars LLC.

Childcare: Registration fee of \$65 per child, is due at the time of enrolling for children new to the program. Parents must re-register each year by the first Tuesday in September. Yearly registration fees of \$65 per child are due by October 1st they may be paid before. Full and part-time rate includes breakfast, am snack, lunch, and pm snack.

***Rates are subject to change yearly.**

FUTURE SCHOLARS
CHILDCARE & PRESCHOOL

Rate Schedule 2021

Hourly Rates

(Hourly rates for Full Day Kindergarten & School-Age)
During school September – June

Kindergarten.....\$8 School-Age.....\$6

LATE PICKUP POLICY

Your schedule listed in your Contract for Service if you pick up after the time; you charged a late pick fee. (Examples: If you put 4:30 p.m. as your pick-up time, your late fees will begin at 4:31 p.m. even though childcare is open until 6:00 p.m. If you put 8:30 a.m. as your drop-off time and you drop off earlier than that, you are charged an early fee even though childcare is open at 6:00 a.m.). Late fees will also apply if you tell us verbally that you will be picking your child up early and you do not arrive by the time you say. (Example: If you call at noon and tell us, you will arrive by 2:00 p.m. to pick up your child and you show up at 3:00 p.m. even though your contract may state your pick-up time to be 5:00 p.m.). **Please be courteous and arrive on time.** Parents arriving after the scheduled closing time of the center will be charged a \$1.00 per minute fee per child. This fee will be added to your next week's tuition and must be paid that week. We expect each parent to arrive with enough time to retrieve your child's belongings and exit the building before closing time. If more than three late pickups occur in 3-months you may be asked to leave the center and will forfeit all deposits and registration fees.

Transportation Fee

There is a small fee for transporting children to and from school. If you need transportation there will be a fee of two dollars (\$5) per child, per week during the months of September thru June.

Returned Payments

A \$50 fee will be added to your account for any payments returned for any reason, including, but not limited to returned checks, non-sufficient funds, and stopped payments. If a check is sent through twice before it is finally returned unpaid then you will be charged the bounced check fee for each time the check has tried to clear. Future Scholars Learning Center reserves the right to terminate this contract for any account that maintains a balance that is beyond the two-week deposit being held. We reserve the right to terminate this contract and require that all further payments be made by a money order if more than three (3) checks/payments bounce in a 3-month period of time.

FUTURE SCHOLARS LERNING CENTER DICIPLINE POLICY

BEHAVIOR MANAGEMENT & DISCIPLINE

We believe that the discipline of a child is achieved through patience, consistency and positive reinforcement. We also try to teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our action and reactions speak much louder than our words. The children are explained the rules of the childcare frequently, so they know what is expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child redirected to another activity and given the opportunity to try again another time.
3. **Time to Think:** The child will be separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatable will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
4. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others a conference call with the parents. If the problems cannot be resolved, other arrangements for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our center, and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Meal Service

MEALS

Future Scholars provides breakfast, morning snack, lunch and an afternoon snack. Meals are prepared on-site by Future Scholars. Future Scholars participates in the Child and Adult Food Program. All meals are child-friendly, well-balanced, and meet the USDA food guidelines for quantity and quality in early childhood programs. We encourage children to try new foods with a “no thank you” bite. Your child must be in their room at the scheduled meal time to eat that meal. Meals are served at the same time daily. Unfortunately, we are unable to hold food for children who are not present at meal times. The menu for each week is posted at the reception area. Outside food is not to be brought if a child brings something it will be kept for them and returned at pick up.

If your child has any food allergies, please tell the director and make sure you place it on the child’s information card, so we can discuss alternatives. We will make every accommodation possible. Please complete an Allergy form, which is located in your enrollment paperwork. We understand the importance of food allergies and will work with you to help make your child’s meal a safe and positive experience.

FOOD SERVICES

All food items will be stored appropriately. These items will be labeled and dated according to Health Department and CACFP Nutrition guidelines. All meals prepared and served by Future Scholars will meet or exceed USDA guidelines.

FUTURE SCHOLARS CHILDCARE & PRESCHOOL

Our Childcare Philosophy

The first five years of childhood are the most important in learning and developing. We are here to meet the needs of the “whole child” through a total learning experience. We believe that children need to have a positive self-image; we foster that image, along with their developmental growth in the areas of intellect, social, physical and emotional skills, through a variety of group activities during individual play and quiet periods. When you give a child security and love, you contribute to the intellectual, social, and physical development of that child.

Our educational programs encourage each child to learn at his or her own pace. We have a caring staff, total growth with a discovery based curriculum and facility, which provides a happy and healthy environment. We are the cornerstones of our programs and our teaching philosophy. Future Scholars LLC, programs feature a full day of developmentally appropriate lessons and activities that your child will enjoy. Whether infant, toddler or preschool our curriculum provides lessons that help develop the whole child through discovery.

We would like you to understand that play is a process of learning. Play is the way children make sense out of the things they do or see in their world. Play is a self-initiated activity that occurs simply for pleasure and play is a process of learning. This is the way for children to learn about their environment, children all over the world play with others and they play alone, as your child develops their play changes. Therefore, our programs are designed to help children reach their fullest potential.

We are parent friendly and welcome parents to visit us at any time. We sincerely appreciate your business, your suggestions, your comments, and your volunteerism at any time. Learning is a natural process for children as long as the environment allows it to take place. Give children some space and let their imaginations explore.

We respect and appreciate the trust you have placed in us while caring for your child/ren. We believe that parents are the most important people in a child’s world and we will make every effort to support you as a family. We will try to offer the very best care that we can for your child. You can assist us by keeping us informed about health concerns, favorite foods, fears or special interests. We will try to share information about your child’s growth and activities during the time spent in our program.

Our philosophy about children and childcare reflects in the following policies. I am looking forward to a terrific relationship with you and your child/ren!

APPENDIX A

DAILY ACTIVITY SCHEDULE

(Times may vary)

Preschoolers Schedule

5:30 a.m.	–	8:30 a.m.	Welcome children – Free Play
8:30 a.m.	–	9:00 a.m.	Breakfast
9:00 a.m.	–	9:30 a.m.	Free Play/Gym/Recess (outside if weather permits) ½ hour
9:30 a.m.	–	10:00 a.m.	Individual Studies/Circle Time
10:30 a.m.	–	11:00 a.m.	Snack
11:00 a.m.	–	11:30 a.m.	Gym/Recess (outside if weather permits) ½ hour
11:30 a.m.	–	12:00 p.m.	Reading
12:00 p.m.	–	12:15 p.m.	Free Play, clean-up, and wash hands
12:15 p.m.	–	12:45 p.m.	Lunch
12:45 p.m.	–	1:00 p.m.	Brush teeth, wash hands, and face
1:00 p.m.	–	1:30 p.m.	Gym/Recess (outside if weather permits) ½ hour
1:30 p.m.	–	3:30 p.m.	Nap and/or Quiet Time
3:30 p.m.	–	4:00 p.m.	Put blankets away and cots
4:00 p.m.	–	4:30 p.m.	Wash hands, PM snack
4:30 p.m.	–	5:00 p.m.	Gym/Gross Motor (outside if weather permits) ½ hour
5:00 p.m.	–	5:30 p.m.	Story time
5:30 p.m.	–	6:00 p.m.	Limited play, clean up, and Home.

Transition Schedule

5:30 a.m.	–	8:30 a.m.	Free Play
8:30 a.m.	–	8:35 a.m.	Clean-up/wash hands for breakfast
8:35 a.m.	–	9:00 a.m.	Breakfast
9:00 a.m.	–	9:30 a.m.	Outside (Weather permit)/Gym (1/2 hour)
9:35 a.m.	–	10:00 a.m.	Large Circle (Storytime)
10:00 a.m.	–	10:25 a.m.	Small Group (Worktime)
10:25 a.m.	–	10:30 a.m.	Clean-up/potty/wash-up for snack
10:30 a.m.	–	10:45 a.m.	Morning Snack
10:45 a.m.	–	11:00 a.m.	Clean-up/Line -up
11:00 a.m.	–	11:30 a.m.	Outside (Weather permit)/Gym (1/2 hour)
11:30 a.m.	–	11:35 a.m.	Line-up
11:35 a.m.	–	11:45 a.m.	Potty/Lunch
11:45 a.m.	–	12:15 p.m.	Lunch

12:15p.m.	-	12:25 p.m.	Clean-up/Brush Teeth/Line-up
12:25 p.m.	-	12:55 p.m.	Outside (Weather permit)/Gym (1/2 hour)
12:55 p.m.	-	1:00 p.m.	Potty/Clean-up/Nap
1:00 p.m.	-	3:00 p.m.	Naptime
3:00 p.m.	-	3:10 p.m.	Clean-up
3:10 p.m.	-	3:30 p.m.	Potty/Afternoon Snack
3:30 p.m.	-	3:45 p.m.	Afternoon Snack
3:45 p.m.	-	4:00 p.m.	Clean-up/Potty
4:00 p.m.	-	4:30 p.m.	Outside (Weather permit)/Gym (1/2 hour)
4:30 p.m.	-	4:35 p.m.	Line-up
4:35 p.m.	-	4:45 p.m.	Potty
4:45 p.m.	-	6:00 p.m.	Limited Free-play/Home

Older Infants/Toddlers (12 months to 30 months)

6:00 a.m.	-	8:30 a.m.	Welcome children, free play, diaper changing,
8:30 a.m.	-	9:00 a.m.	Breakfast
9:00 a.m.	-	10:00 a.m.	Naptime (depending on age), story-time, blocks, and craft
10:00 a.m.	-	10:30 a.m.	Music, dance, and puzzles
10:30 a.m.	-	11:00 a.m.	Diaper changing, outside play (if whether permits)
11:00 a.m.	-	12:00 p.m.	Circle Time
12:00 p.m.	-	12:30 p.m.	Clean-up, wash hands for lunch
12:30 p.m.	-	1:00 p.m.	Lunch time, wash hands, brush teeth & wash face
1:00 p.m.	-	3:30 p.m.	Naptime, rest period
3:30 p.m.	-	4:00 p.m.	Afternoon Snack, clean up/wash hands, diaper changing,
4:00 p.m.	-	4:30 p.m.	Gross Motor (outside if whether permits) and wash hands
5:00 p.m.	-	6:00 p.m.	Wash hands, Pick-up, story time, table toys, and free play

Infants (0 to 6 months)

6:00 – 6:00 Cuddles, love, and affection, eat, poop, gum wiping, outside when whether permits and sleep (in no particular order)

****** Schedules may change without notice**

FUTURE SCHOLARS LEARNING CENTER PARENT NOTIFICATION PLAN

In the case of accident, illness, or center closure Future Scholars will follow the following procedure when contacting parents or guardians of the child or children.

NOTIFICATION OF ILLNESS

Notification will be immediate, we will call the first phone number listed on the child's information card, if no answer we will leave a message and if not heard from within 15 minutes we will text them that they need to contact the center as soon as they receive the message. After 15 minutes if still no response we will then call the next person on the emergency contact. We let them know we tried to reach the parent and they were next to call if we had an emergency and needed the child to be picked up. After we have contacted and spoke with a parent or emergency contact they will have one (1) hour to pick up the child.

EMERGENCIES & INJURIES

EMERGENCY CLOSING

If the Center has to close due to weather conditions, emergency situations, power outages, or any unforeseen circumstances, the parent/guardian will be notified by phone, text and email. We will also report all closings to the local news stations.

REPORTING OF CHILD ABUSE

Future Scholars Learning Center is required by law to take necessary action for suspicion of child abuse, neglect or any form of child endangerment.

INJURIES

Future Scholars requires staff to be trained in CPR, First Aid, and Blood Borne Pathogens. If a serious Injury occurs at our center, our staff will immediately call 911 and will notify you of the situation. If a less severe injury should occur, you will be called to pick up your child. If we contact you in this situation and you would rather have the ambulance called we will then make those arrangements.

If an injury occurs while your child is in our care, such as a scrape, bump, bite or bruise, the staff will complete an incident report and the Program Director will notify you by phone if the injury is serious. The incident report will provide documentation of how the injury occurred and what treatment was given. For confidentiality purposes, we cannot release the names of any other children involved.

If skin was broken and blood flow, you will be called to be made aware of the situation and to determine whether or not to pick up the child. All injuries will be documented on an accident report, which you will sign and receive upon pick up.

In the event your child is involved in an incident (such as biting), while in our care, you will be notified by the Program Director via telephone and an Incident Report will be completed regarding the incident and provided to you at the time your child is picked up from our school.

**FUTURE SCHOLARS
LEARNING CENTER
EXCLUSION POLICY FOR CHILD ILLNESS 2020**

HEALTH MATTERS

For the health and safety of your child and all the other children in our childcare, **please do not bring your child to childcare sick.** In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are a clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should come to childcare, then please call and check with us. If a child becomes ill during childcare hours the parents will be contacted to pick up their child. Parents need to pick up their child within one (1) hour of notification. If parents are not available the emergency contact person will be notified.

The State Department of Health requires each child to have an up to date Record of Immunization on file. This will be provided to the Center before your child's first day of care. If the Center does not receive this form within 30 days of enrollment, your child will not be allowed entry in to the Center.

IN CASE OF ILLNESS

In order to keep your child and our staff as healthy as possible, children must not attend the center when they are ill. By keeping your child home, you'll help prevent the spread of any illnesses, but more importantly, he or she will have time to regain full strength to stay healthy in the future.

Additionally, we cannot provide care for a child who is ill. In order to keep your child and our staff as healthy as possible, children must not attend the center when they are ill. By keeping your child home you will help prevent the spread of any illnesses, but more importantly, he or she will have time to regain full strength to stay healthy in the future. One on one care cannot be provided in a group setting. We understand that it is difficult for working parents to get time off work to care for their sick child, so we would like to suggest you make arrangements for backup care in case your child should become ill.

If your child does become ill while at the center, he or she will need to be picked up within one (1) hour of contacting you. If we are unable to reach your child's legal guardian the person(s) stated on your child's emergency card will be contacted.

If your child has any of the symptoms listed below they must remain at home until the symptoms are not apparent for 24 hours. If they exhibit any of these symptoms while at the center, you will be contacted to pick them up. If an antibiotic has been prescribed, they must be on the medication for 24 hours before returning to the facility.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILDCARE

Please have a backup plan when your child is ill. This may be a grandparent, friend or neighbor that can care for your child if you need to work but cannot bring your child to the center.

FUTURE SCHOLARS
LEARNING CENTER
EXCLUSION POLICY FOR CHILD ILLNESS 2020

Possible reasons to call a parent to pick up a child or to exclude a child from care:

- **Fever Over 101°**
 - A fever this high is usually a sign of infection. If your child was running a fever and had Tylenol or other medication to keep the temperature down, he or she should not attend the center until their temperature has remained normal for 24 hours without medication. The medication may be hiding other signs of illness. If you are not sure please take your child's temperature before bringing him or her into the center.

- **Cough or Sore Throat**
 - Either of these symptoms could be a sign of contagious infection. A persistent deep, hoarse, or raspy cough should be examined by a doctor. A sore throat may be detected by a lack of interest in eating, drinking lots of water or complaining.

- **Runny Nose**
 - Thick yellowish or greenish discharge is usually a sign of an infection and your child should be examined by a physician.

- **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 prior to returning to care. Exception: This may occasionally be caused by new foods a child has eaten, but call the parent to find out if this is the likely cause.

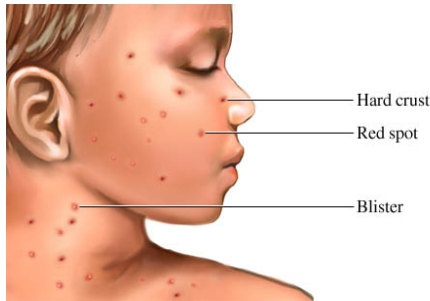
- **Vomiting**
 - If the child is vomiting. Exception: Some babies may burp/spit up following a feeding – this is not vomiting.

- **Rash**
 - If the child develops a rash and has a fever or a change in behavior they may be excluded until a physician has determined it is not a communicable disease.

- **Chicken Pox**
 - Your child must remain home until the spots have scabbed over completely. The first symptoms of chickenpox include:
 - A fever of 100.4 °F (38 °C) to 103 °F (39.4 °C).
 - Feeling sick, tired, and sluggish.
 - Little or no appetite.
 - Headache and sore_throat.

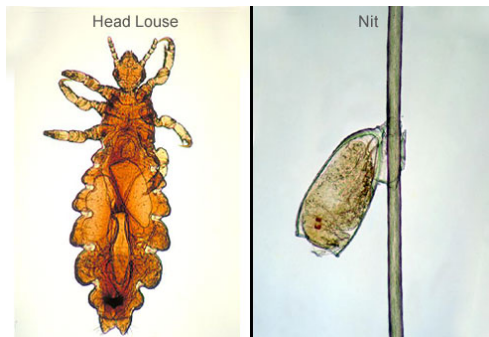
The first symptoms are usually mild in children, but they can be severe in teens and adults. These symptoms may continue throughout the illness. About 1 or 2 days after the first symptoms of chickenpox appear, an itchy rash will develop.

FUTURE SCHOLARS
LEARNING CENTER
EXCLUSION POLICY FOR CHILD ILLNESS 2020



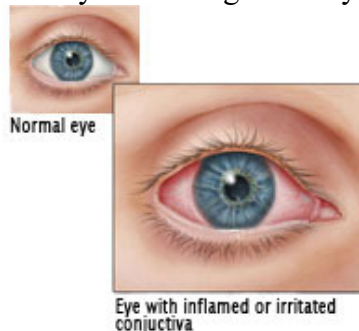
- **Head Lice**

In the case of suspected head lice, we will do head checks on each child in the center. Children with lice should be treated with a special shampoo, available at your local drug store. All items in your home should be completely washed. We will wash and treat everything in the center to prevent further spread. If a child in the class has lice, all children must take everything from their cubby home to be washed. Children sent home must be treated before returning to school. Children who are sent home will be checked before they return to the classroom to be sure they are free of lice. Parents should remove nits daily and treat if live lice are observed.



- **Pinkeye, also called conjunctivitis**

Is redness and swelling of the thin tissue lining the eyelids and the white part of the eye. Pinkeye is common among children, but may occur at any age. It is most often caused by a virus, which can be easily spread to other people. Other common causes of pinkeye include bacterial infection and allergies. One or both eyes may be affected. Pinkeye is usually mild and goes away within a few days with treatment.



FUTURE SCHOLARS
LEARNING CENTER
EXCLUSION POLICY FOR CHILD ILLNESS 2020

These following health conditions are not as obvious or hazardous as those listed on the previously, but should be considered carefully when assessing whether or not your child should attend the center.

- **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.
- **One-on-one Care**
- If your child is fussy or not feeling well and requires one-on-one care they should remain home.
- **Ear Infections**
- Ear infections are not contagious, although the cold that usually precedes them is. If your child is fussy to the point of needing one-on-one care, we will contact you to pick up your child. Viruses, although unable to be treated by antibiotics are contagious and your child should stay home.
- **Allergies**
- Allergies come and go throughout our lives, as well as seasonally. Please keep us updated on your child's allergies as, or if, they develop. If a rash is thought to be caused by an allergy, we may ask you to have your child checked by your physician.
- **Teething**
- Teething may cause a low-grade fever, loose stools, and crankiness. If other symptoms are present, your child should be examined to rule out any other illness. If your child is fussy to the point of needing one-on-one care, we will contact you to pick up your child.

SICK CARE

Sick care is NOT available. It is the parent's responsibility to make substitute arrangements. By signing this contract parents agree to pick-up their child within one (1) hour after being called due to illness. Please refer to parent handbook for details on our sick policy. Failure to arrive in a timely manner will result in expulsion for one extra day from the center. Future Scholars Learning Center reserves the right to call an alternate person from the emergency contact list to pick-up your child if you are unable to be reached within a reasonable amount of time.

MEDICATION

At Future Scholars Learning Center we do not give medication to the children. If your child needs to medicate in order to get through the day or be comfortable to participate in our classroom activities, then it is quite possible he or she will be too sick to attend childcare. We will however give certain doctor prescribed medications to the children, as well as nonprescription medication, ointments and creams can be given to your child if needed. All written instructions shall be valid for six months unless the physician, dentist or parent designates a shorter period.

However, I will not exceed the recommended dosage unless with written physician's instructions when administering nonprescription medication. Of course, given that they are no longer

FUTURE SCHOLARS LEARNING CENTER

EXCLUSION POLICY FOR CHILD ILLNESS 2020

contagious and only if the medication consent form has been signed. All medication must come in the original bottle with the prescription information and the date clearly labeled. Examples of these would be; antibiotics for ear infection and Tylenol/Motrin for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if we will administer a certain medication, please feel free to ask.

If the child is removed from daycare due to illness, **they may not return to daycare until symptoms requiring removal are no longer present.** The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious and the child is otherwise feeling well enough to participate in our daily schedule. A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to childcare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 98°F under the arm).

MEDICATION ADMINISTRATION

Nonprescription

If your child needs non-prescription medication while he or she is at the center, a Medication Permission form must be completed and signed by a parent. The name of the medicine, amount to be given, time to be given, and any additional instructions should be included on this form. Medicines, such as Tylenol, sunscreen, and bug spray will be used on an as needed basis. **Additionally, if a non-prescription medication indicates that a physician should be consulted for the dosage, written instructions must be obtained from the child's physician before the medication can be administered.**

Non-prescription medications can be left at the center but must be labeled with your child's name and given to a teacher for safe storage. The accompanying permission form will need to be updated regularly.

Please do not put medicine in your child's cubby or leave it in the diaper bag where children may be able to reach it. This is unsafe and a State of Michigan licensing violation.

Prescription

For a prescription medication to be administered at the center, a Prescription Medication form must be completed and signed by a parent. The name of the medicine, reason for the medication, time to be given, amount to be given, and how many days it should be given need to be included on this form. **All medication must be in its original container and clearly labeled with a pharmacy label designating your child's name, the medication, strength and instructions.** Staff members will document on the permission forms when the medications are administered. We will dispose of medication or return it when it expires.

****We reserve the right to determine when a child should be sent home due to illness.**

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

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 Community and Health Systems website at www.michigan.gov/michildcare.

I have read the above statement issued by Future Scholars LLC.
Name of Child Care Center

Child(ren)'s Name(s) _____

Parent Name _____

Parent Signature _____ Date _____

LARA is an equal opportunity employer/program.

Return this completed form to: *Future Scholars LLC, 330 Crocker Blvd., Mount Clemens, MI 48043 (586)213-1531, Fax (586)213-1532*

Household Income Eligibility Statement – Child Care Institutions

Part 1 – Households Receiving Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR)

If any member of your household receives FAP, FIP, or FDPIR, provide the name and case number for the person who receives the benefits.

Name: _____ Case Number: _____

Part 2 – Household Information

First and Last Names of All Household Members, Related and Unrelated	Enrolled for Child Care (x)	Age	Birth Date	Foster Child (x)	Amount of Earnings from Work (before deductions)	How Often? (x)					Amount of Welfare, Child Support, or Alimony	How Often? (x)					Amount of All Other Income (Indicate source and amount)	How Often? (x)					Mark if No Income (x)														
						A	M	2	B	W		A	M	2	B	W		A	M	2	B	W															
						n	o	x	i	e	n	o	x	i	e	n	o	x	i	e																	

Part 3 – All Households: Signature and Last Four (4) Digits of Adult Social Security Number (Adult household member MUST sign and date)

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will receive federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Signature: _____ Print Name: _____ Date: _____

Last four digits of Social Security Number: **XXX-XX-**____ I do not have a Social Security Number

For Institution Use Only:

For Institution Use Only		APPROVED CATEGORY
Total Household Members:	Total Income: \$ <input type="checkbox"/> Annually <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> 2x Month	Categorical Eligibility (A/Free): Foster FIP FAP FDPIR Other Household Children: A (Free) B (Reduced) C (Paid)
Institution Official Signature: _____ Approval Date: _____		

This form is valid for 12 months from the date of institution signature. Approval date and institution signature are required.

Privacy Act Statement

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other FDPIR identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) (http://www.ascr.usda.gov/complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Future Scholars LLC, 330 Crocker Blvd., Mount Clemens, Michigan 48043

Dear Participant/Parent-Guardian:

This letter is intended for adults/parents or parents/guardians of participants enrolled in a day care center. [Name of Center] offers healthy meals to all enrolled participants as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to participants enrolled in care. Please help us comply with the requirements of the CACFP by completing the attached Household Income Eligibility Statement (HIES). In addition, by filling out this form, we will be able to determine eligibility for free or reduced price meals.

1. Do I need to fill out a HIES for each participant enrolled in care? You may complete and submit one CACFP Household Income Eligibility Statement for all participants enrolled in day care in your household only if those in day care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. Return the completed form to: [Name of Center, address, phone number].

2. Which adult and child care institutions can receive free meal reimbursement without providing household income information? Adults receiving Medicaid, Supplemental Security Income (SSI), Food Assistance Program (FAP) Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) are eligible for free meals. Children in households receiving FAP, FIP, or FDPIR can get free meals. Foster children and children enrolled in Head Start Programs are also eligible for free meals.

3. Who can get reduced price meals? You may get low cost meals if your household's income is within the reduced-price limits on the federal income eligibility guidelines, **effective July 1, 2018 until June 30, 2019**, shown below:

Family Size	Yearly Income	Monthly Income	Weekly
1	\$22,459	\$1,872	\$ 432
2	\$30,451	\$2,538	\$ 586
3	\$38,443	\$3,204	\$ 740
4	\$46,435	\$3,870	\$ 893
For each additional family member add:	\$7,992	\$666	\$ 154

Refer to the Instructions for Participants/Parents/Guardians Household Income Eligibility Statement on how to complete the HIES. Find the category that most closely defines your household and follow the directions for completing each part of the HIES. If your household income is greater than the levels shown on the above CACFP income guidelines, it is not necessary for you to complete the HIES form.

Families with Children:

Your family may be eligible to receive health insurance, called MIChild, through the State of Michigan. MIChild is a health insurance program for uninsured children of Michigan's working families. To determine if your family is eligible, call 1-888-988-6300 for an application or access an online application at the [MI Child website](http://www.michigan.gov/michild) (www.michigan.gov/michild). You can also access the MIChild brochure that briefly explains the insurance program.

Your family may be eligible to receive Women, Infants & Children (WIC), a health and nutrition program, that has demonstrated a positive effect on pregnancy outcomes, child growth and development. To determine eligibility, call 1-800-26-BIRTH or access online information at [Women, Infants, & Children \(WIC\) website](http://www.michigan.gov/wic) (http://www.michigan.gov/wic) to learn about WIC and locate a local WIC agency.

4. May I fill out a form if someone in my household is not a U.S. citizen? Yes. Participants and family members do not have to be U.S. citizens to qualify for meal benefits offered at the center.

5. Who should I include as members of my household? You must include all people in your household (such as grandparents, other relatives, or friends who live with you). You must include yourself and all children who live with you. You also may include foster children who live with you.

6. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member and the frequency the income is received. If recent income does not accurately reflect your circumstances, you may provide a projection of your income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the federal income eligibility guidelines listed above, the family day care home will receive a higher level of reimbursement. Once properly approved for the higher reimbursement rate, whether through income or by providing a current FAP, FIP, FDPIR case number, or listing the name of other categorically eligible programs, you will remain eligible for those benefits for 12 months. You should, however, notify us if you or someone in your household becomes unemployed and the loss of income unemployment causes your household income to be within the eligibility standards.

7. What if my income is not always the same? List the amount that you normally receive. For example, if you normally receive \$1,000 every two weeks, but you missed some work in the last two weeks and only received \$900, put down that you receive \$1,000 per every two weeks. If you normally receive overtime, include it, but not if you only receive it sometimes.

8. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the HIES, but are not required to include payments received for the foster child as income.

9. We are in the military. Do we include our housing and supplemental allowances as income?

If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP), is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

In the operation of child feeding programs, the U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you have other questions or need help, call [phone number].

Sincerely,

Veda Washington

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) (http://www.ascr.usda.gov/complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.



Future Scholars Childcare & Preschool

330 Crocker Blvd.

Mount Clemens, MI 48043

(586)213-1531

“ALL ABOUT ME”

Child's Name: _____ Date of Birth: _____

Does your child have a nickname? If yes: _____

Parents are a child's first teacher, with that in mind the item listed below are things that you as a parent remember. This will help us to make sure your child is hitting all of their milestones, which is why we ask the following questions to have starting point. So, we can work together to meet and exceed those milestones.

DEVELOPMENTAL HISTORY

Age child began sitting: _____ crawling _____ walking _____
talking _____

Does child: _____ pull up _____ crawl _____ walk with support

Times child is fussy: _____

How do you handle these fussy times? _____

FAMILY INFORMATION

With whom does child reside? _____

Who else lives in the home (siblings, extended family, pets)? _____



Future Scholars Childcare & Preschool

330 Crocker Blvd.
Mount Clemens, MI 48043
(586)213-1531

What does child call family members?

Language spoken at home: _____

Are books read in languages other than English? _____

Are there words in your home language that we should know?

Please tell us about any cultural family customs, rituals or traditions that will help us make your child's experience more meaningful:

HEALTH/ DEVELOPMENT

Serious illnesses or hospitalizations (describe)?

Any history of colic? If yes, explain _____



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Special physical conditions, disabilities, or allergies (describe)?

Is your child presently or ever been diagnosed with a special need? _____
if so, is he/she receiving any special services?

Regular medications?

EATING HABITS

Special characteristics or difficulties?

Special diet: _____ Formula: _____

Breast Milk: _____ How often _____

Any food allergies? _____

Have solid foods been introduced? YES/NO If yes, please identify:

Favorite foods: _____

Foods refused: _____

Child eats: on lap, in high chair or other: _____

Child eats with: spoon fork hands other: _____



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TOILETING/DIAPERING HABITS

Is your child toilet trained: _____ If yes, when did you begin? _____

Is there frequent diaper rash? _____ if yes, how often _____

Do you use: creams, lotion, powder or other: _____

Are bowel movements: regular _____ how often: _____

Is there a problem with: diarrhea _____, constipation _____

Any issues with urination: _____ Explain: _____

What is used at home: potty-chair special seat regular seat Word used for urination: _____ bowel movement: _____

Does your child have accidents? _____ If yes, how often/when? _____

SLEEPING HABITS

Does child sleep in: crib bed with parents. Times child take naps?

Times: a.m. _____ - _____ p.m. _____ - _____

Additional napping information?

What does child take to bed? _____

Mood on awakening: _____

What time does child go to bed at night: _____ awake in morning: _____

Are there any sleep/wake time rituals? If so, please describe:



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SOCIAL RELATIONSHIPS

Has child had any experience playing with children? _____ if so, please describe: _____

Is child: friendly aggressive shy withdrawn

Reaction to strangers? _____

Have you had any previous child care experience? _____. If yes, did it meet your needs and expectations? Explain:

Prefers to play: alone in small groups Favorite toys and activities?

Is child frightened by: animals' rough children loud noises dark other?

Explain: _____

How do you comfort your child? _____

How does your child prefer to be held? _____

DAILY SCHEDULE

Please describe by approximate time your child's current daily activities (e.g., awakening, eating, time out of crib, napping, toilet habits, fussy time,



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bedtime): _____

PARENTING PHILOSOPHY

Do you have ideas about parenting that would help us to better care for your child as an individual? _____

What do you, as a family, hope to get out of this child care experience here? _____

(Parent's/Guardian's Signature)

(Date)

Family Registration

Child Information

Registration Date: _____

1st Child

Last Name	First Name	M.I.	Nickname
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Entering grade	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to specify	Birth Date	Birth City/State	Social Security #
			City:	State:

Existing medical conditions, medications and/or special attention your child may require

Allergies

Pediatrician's Name	Phone	Address
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Photos: May we take and maintain a photo of your child for security purposes? Yes No

2nd Child

Last Name	First Name	M.I.	Nickname
-----------	------------	------	----------

Entering grade	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to specify	Birth Date	Birth City/State	Social Security #
			City:	State:

Existing medical conditions, medications and/or special attention your child may require

Allergies

Pediatrician's Name	Phone	Address
---------------------	-------	---------

Photos: May we take and maintain a photo of your child for security purposes? Yes No

3rd Child

Last Name	First Name	M.I.	Nickname
-----------	------------	------	----------

Entering grade	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to specify	Birth Date	Birth City/State	Social Security #
			City:	State:

Existing medical conditions, medications and/or special attention your child may require

Allergies

Pediatrician's Name	Phone	Address
---------------------	-------	---------

Photos: May we take and maintain a photo of your child for security purposes? Yes No



Primary Guardian Information

Name(s) of person(s) with whom child is living

1st Primary Guardian				
Last Name	First Name	M.I.	Relationship to Child	
Email Address		Work Phone		Cell Phone
Occupation	Employer	Work Address		Work Hours
2nd Primary Guardian				
Last Name	First Name	M.I.	Relationship to Child	
Email Address		Work Phone		Cell Phone
Occupation	Employer	Work Address		Work Hours
Which Guardian Should be Called First?		Home Phone		Preferred language for written communication:
Home Resident Street Address		Apt #	City	Zip Code
Mailing Address (if different than above)		Apt #	City	Zip Code

Second Guardian Information

Non-primary custodial parent

1st Non-primary Guardian				
Last Name	First Name	M.I.	Relationship to Child	
Email Address		Work Phone		Cell Phone
2nd Non-primary Guardian				
Last Name	First Name	M.I.	Relationship to Child	
Email Address		Work Phone		Cell Phone
Which Guardian Should be Called First?		Home Phone		Should mailings be sent to this household also? [] Yes [] No
Second Household Mailing Address		Apt #	City	State Zip Code

Additional Comments & Information: _____



Emergency Contacts and Authorized Pickups

1st Contact/Pickup		
Last Name	First Name	Relationship to Child
Home Phone	Cell Phone	<input type="checkbox"/> Able to pick up all children in the family <input type="checkbox"/> Not able to pick up the following children: _____

2nd Contact/Pickup		
Last Name	First Name	Relationship to Child
Home Phone	Cell Phone	<input type="checkbox"/> Able to pick up all children in the family <input type="checkbox"/> Not able to pick up the following children: _____

3rd Contact/Pickup		
Last Name	First Name	Relationship to Child
Home Phone	Cell Phone	<input type="checkbox"/> Able to pick up all children in the family <input type="checkbox"/> Not able to pick up the following children: _____

Additional Comments and Information

Is there is any other information that that would be helpful to our management and teaching staff?

Signature

Parent / Guardian Signature

Date