



Parent handbook signature

I, _____ have read the parent handbook completely and will abide by all rules and regulations stated in the parent handbook.

Failure to abide by these rules could result in dismissal of your child(ren).

Parent signature

Date

Full day absent days policy agreement

I realize that I am responsible for tuition **whether or not** my child **attends** after my allotted absent days have been used. Switching days is granted upon availability and not guaranteed. (Each child is allowed to miss double the number of days enrolled as absent/sick/vacation days. Example: 3 days of enrollment = 6 absent days.)

Flex schedules may change days per week. There is a \$2 per day fee.

Half day absent policy

I realize that I am responsible for tuition **whether or not** my child **attends**. Switching days is granted upon availability and not guaranteed. I understand that I will be charged the monthly fee regardless of how many days my child attends.

Parent Signature



Nanny's Nursery

HEALTH CARE POLICY

Nanny's Nursery is not equipped to administer to sick children at our center. The following procedures will be used to determine whether a child is infectious or too sick to participate in regular day care activities. A child that is removed from the normal day care, public school or private school activities will be readmitted to the day care center no sooner than 24 hours after symptoms have disappeared or if a doctor has examined the child and has determined that symptoms are not infectious.

Please remember that a child is most highly infectious early in the course of infection, i.e.: just prior to or around the time when the symptoms first become apparent. Therefore, it is important that you check a child thoroughly prior to bringing him/her to the center because if his/her symptoms are detected at the center, he/she will expose classmates.

1. The clinical symptoms which indicate that a child is either too sick to participate in normal daily activities and / or may be a source of communicability to the health of other children which may include any of the following:

- a. Fever – any temperature over 100 degrees (or if the child feels badly or acts listless or out of sorts)
- b. Rash – until the cause has been determined
- c. Red or watery eyes, discharge from the eyes / conjunctivitis
- d. Any draining sore
- e. Vomiting 2 or more times in an hour
- f. Diarrhea
- g. Any and all communicable diseases
- h. Ringworm
- i. Scabies and lice

2. If the Director determines that the child is too sick for normal day care activities or that the child may be a suspected source of communicability, the child will be placed in an isolation area and the parents will be called to pick up the child.

I have read the Health Care Policy, understand its implications, and agree to my responsibility in the execution of this policy

Parent Signature

Date



Health & Restriction Sign-off

To the Parent(s)/Guardian(s) of _____

My child is in good physical health and has no restrictions for regular day care activities.

My child is school-aged and has an up to date physical and immunization report on file at their school

Signature

Date

School-aged children Transportation Form

I give permission for my child _____ to be transported to and from school and field trips by the Nanny's Nursery School bus or private vehicle, if necessary. My child may also ride on transportation provided by the school district.

My child attends _____

Signature

Date

ALLERGY LIST



Child's Name: _____

Child's Birthday: _____

___ Yes, My child has allergies

___ No, My child does not have allergies

Please list all allergies in detail:



Nanny's Nursery Over The Counter Medication Form

Child's Name

I give permission to Nanny's Nursery to administer the following over the counter product(s) to my child.

- Neosporin
- Oral teething gel (Orajel)
- Sunscreen
- Diaper Ointment
- Bug Spray
- Tylenol or other pain reliever ** Must provide physician note stating the name of the product or medicine, child's name, dosage amount, and how often the product is to be administered to the child.**

Parent Signature

Date



Photo/Video Release Form

I give my permission for my son/daughter to have his/her photo to be taken or to be video-taped for classroom or facility purposes. This may include hanging them on the wall or bulletin board, placing them on poster or in photo albums, or on their own papers.

Your child's photo may also be placed on our website or Facebook page. Nanny's will not tag anyone or use child's name in photos.

_____ I give permission

_____ I do not give permission

If permission is not granted, no pics will be taken of your child. This includes first day of school, parties or special events, preschool graduation etc.

Child's Name _____

Parent's Signature _____

Date _____





Nanny's tuition must be paid in advance. Tuition is due on Friday by 6:00pm before the week of care to be provided. When Nanny's is closed for Holidays, tuition is due by 6:00pm on the last day of business for that particular week. Non-payment of tuition could be grounds for dismissal. If you anticipate difficulty paying on time, please discuss the matter with the Director immediately to discuss the possibility of other arrangements.

Half day program monthly tuition is due on the first of the month, or the date the child was enrolled.

I agree to abide by Nanny's tuition payment policy

Parent's signature

Date



Michigan Department of Human Services
Bureau of Children and Adult Licensing

WRITTEN INFORMATION PACKET DOCUMENTATION

Child(ren)'s Name(s) (Last, First)
Nanny's Nursery School Center Name

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.

Child Care Organizations Act, 1973 Public Act 116

- 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**.

I certify that I received all of the above items.

Parent/Guardian Signature

Date