

**Yale Public Schools Children's Centers**

**810-387-3231**

**Avoca ext. 2440 \* Farrell-Emmett ext. 3440 \* Yale ext. 1440**

**Enrollment Agreement**

1. The program's hours of operation are 6:00am to 6:00pm *or* from when the first child is scheduled to arrive until the last child leaves within the stated time period.
2. There is a non-refundable annual registration fee of \$25.00 per child. If you choose to withdraw your child from the program at any time and wish to re-enroll later within the same year the registration fee will need to be paid again. However your enrollment status can be put on hold due to special situations *if* put in **writing** and given to staff so if you return within the same year the registration fee would not have to be paid again.
3. Parents agree to read, understand, and promptly provide the program with all required forms necessary for their child to attend the Yale Public Schools Children's Centers programs.
4. Tuition **and** schedules are due **Thursday at closing** before the week of care to be provided. All payments and schedules paid after Thursday will be charged a **\$15.00 late fee per child**.
5. Once an account is more than one week in arrears, children may not return until the account is up to date, including the current week with late fees.
6. **Credits are only given for days the school must close for weather or building problems only.** No credits are given due to late drop offs, early pick ups, sick days (without doctor's note), extended family visits, or family vacations. Any parent that credits themselves for the stated situations will be charged a **\$15.00** penalty fee. Drop-ins and changes made to the schedule on an availability basis only. Weather and building problem credits must be used on the next schedule.
7. The Yale Public Schools Children's Centers close at 6:00pm promptly. Any child still in our care after 6:01pm will be charged a late fee of \$1.00 per minute, based on the clock in the room not the parents watch or phone. Fee must be paid before the child will be allowed to return. Legal authorities may be contacted if any child is left 30 minutes after closing time.
8. Children are not to be dropped off before 6:00am.
9. Payments must be check or money order. Any returned checks will be charged a \$20.00 NSF fee.
10. I give Yale Public Schools permission to photograph and/or videotape my child while in attendance.

**Child's**

**Name** \_\_\_\_\_ **D.O.B** \_\_\_\_\_

**I hereby understand and agree to abide by this enrollment agreement:**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_

Validating Signature

**Yale Public Schools Children's Centers  
Good Health Statement**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_,  
certify that my child is in good health.

My child has the following physical restrictions:

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My child's immunizations (waiver) are up to date and on file at the  
\_\_\_\_\_ School in \_\_\_\_\_, Michigan.  
(School Name)

\_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Signature**

\_\_\_\_\_ Date \_\_\_\_\_

**Validating Signature**

# Yale Public Schools Children's Centers Nutrition Agreement

## **LATCHKEY AND DAY CARE:**

- ❖ Y.P.S. Children's Centers do not supply snack for any child. All snack and lunch items must be brought from home or bought at school.
- ❖ Lunch is available every day for \$2.00 per day from the school cafeteria. The menu is well rounded and nutritious.
- ❖ It is the parent's responsibility to inform staff of any and all allergies the child may have.
- ❖ Children are not allowed to share any food item with any other child even siblings unless parent informs staff their children will share food items.
- ❖ Lunches from home should be nutritious.
- ❖ Lunch menus are posted in the room monthly.

## **PRESCHOOL SNACK INFORMATION**

- ❖ Preschool will be served breakfast at 9:00am from an approved menu each day.
- ❖ Items will be from at least two (2) food groups. For example: pancakes and milk, cereal, milk and apple, or bagel and cream cheese.
- ❖ Severe multiple food allergies: the parent must supply the child's breakfast each day. It is safer for the child to bring approved food items from home in these cases.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Validating Signature

\_\_\_\_\_  
Date

# Yale Public Schools Children's Centers Discipline Policy

Yale Public Schools Children's Centers staff will not use any form of corporal punishment. We believe with careful planning, a balance of activities, and staff supervision inappropriate behavior will be kept to a minimum.

Yale Public Schools Children's Centers is devoted to providing a safe and comfortable atmosphere for all the children in the program. At any time that the actions of one interferes with the comfort level of another, or the child's actions are inappropriate, staff will take the following steps to correct the behavior.

1. Staff will address child by name and redirect to other activities.
2. Staff will again redirect.
3. Staff will talk with the child about the behavior, explain why it is inappropriate, and ask the child what would help control their behavior.
4. If the child is still having trouble controlling their behavior they will be directed to a table to sit and engage in an activity by themselves.
5. If behavior persists, activities will be taken away and the child will continue to sit.
6. After five (5) minutes they will have the opportunity to engage in another table activity.
7. Repeat steps 4, 5 and 6 until parents arrive.
8. Staff will document behavior on Accident/Incident Report and/or journal.

The following are steps used:

- ❖ Verbal warning.
- ❖ Incident report will be sent home.
- ❖ Incident report will be sent home. First warning.
- ❖ Incident report will be sent home with a request for a conference with the Principal, coordinator, caregiver, and parent. Second warning.
- ❖ Child will be dismissed from the program.

## Serious Offense

The above procedures do not apply if the incident is deemed to be a serious offense. A serious offense is described as a behavior that is physically abusive, verbally abusive or threatening to self, staff, or children, is destructive to property, or leaves the supervision of the caregiver. In these situations staff will contact program coordinator then call parents to pick up the child. A conference must occur before the child will be allowed to return.

If at any time the parents and Yale Public Schools Children's Centers cannot work together on their child's behavior issues the child may be dismissed permanently.

\_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Signature**

\_\_\_\_\_ Date \_\_\_\_\_

**Validating Signature**



***Yale Transportation Department***  
**Children's Center Transportation**

Yale Public Schools will transport latchkey children **only** if they are enrolled in Yale Public Schools grades K-12. **We do not transport pre-school children.** If you have a child that is in the pre-school program they **will not** be allowed to ride the school bus to and from pre-school or latchkey.

Positive communication is also a necessary part of the Transportation Department. If your child is being transported by the Yale Public Schools Transportation Department, it is important that you communicate with us. To help insure your child's safety it is important that **you** know the bus driver's name and the route number of the bus they are riding. It is also very important that **we** know of any changes in your child's latchkey schedule. Please remember that school policy requires someone be physically visible when children under the age of 12 are dropped off at their designated stop.

Thank you for your cooperation in this matter.

**Child's Name** \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Date** \_\_\_\_\_

**FOR ANY CONCERNS PLEASE CONTACT THE TRANSPORTATION OFFICE**  
**Jeri Moody, Transportation Supervisor**  
**(810) 387-3231 ext. 6271**

**Yale Public Schools Children's Centers  
Avoca \* Farrell/Emmett \* Yale**

**Parent Handbook Acknowledgement**

*Child's Name* \_\_\_\_\_

*Parent/Guardian's Name* \_\_\_\_\_

I have been provided a copy of the "Parent Handbook for Yale Public Schools Children's Center Programs", and agree to read and abide by all policies.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Validating Signature Date

**Parent Notification of the Licensing Notebook Requirement**

Child Care Organizations Act, 1973 Public Act 116

All child care enters 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 CAP's 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 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).

**I have read the above statement issued**

**by** \_\_\_\_\_

Yale Children's Center

**Parent Name** \_\_\_\_\_

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