



Dear Parent,

Thank you for considering Trinity Lutheran Church Early Childhood Center for your child's Preschool Education! We love to serve families and are looking forward to having you become part of our Trinity family. You have indicated that you would like to apply for enrollment in the Great Start Readiness Program (GSRP). You may begin the enrollment process now, but we cannot finalize enrollment until the State School Bill has been signed and allocations have been announced. This means that you will be placed on a waiting list until the middle to end of August. We will contact you at that time to finish the enrollment process.

GSRP is provided free of charge to families who are income eligible. For this reason, you must provide income verification documentation. We must receive documentation for everyone in your household or residing in the family home with the child enrolling. We are required to consider the income of the last 12 months or of the previous tax year. We can also consider income at the time of enrollment for those whose income may have changed from the last tax year. You must provide written proof of income. For parents who have joint custody, we need income verification from both parent's households.

Income means total cash receipts before taxes from all sources. It can include:

- Money: wages or salary before deductions,
- Net income from self-employment,
- Regular payments from Social Security or Railroad Retirement,
- Payments from unemployment compensation, strike benefits from union funds,
- Workers' compensation,
- Some veterans' benefits,
- Public assistance including Temporary Assistance for Needy Families,
- Supplemental Security Income (SSI),
- Emergency assistance money payments and General Assistance or General Relief money payments,
- Training stipends,
- Alimony and child support,
- Military family allotments or other regular support from an absent family member or someone not living in the household,
- Private pensions, government employee pensions (including military retirement pay) and regular insurance or annuity payments,
- College or university scholarships, grants, fellowships and assistantships,
- Dividends, interest, net rental income, net royalties, and periodic receipts from estates or trusts,
- Net gambling or lottery winnings.

Examples of written verification of income could be some of the following:

- Income Tax Form 1040
- W-2
- TANF Documentation
- Pay Stub or Pay Envelope
- Unemployment
- Written Statement from Employers

- Foster Care Reimbursement
- SSI Documentation
- Child Support
- Alimony
- Pension(s)
- Other Income

Your child must be 4 years old by September 1 of the school year you are enrolling in. Sometimes GSRP allows us to enroll children who are 4 by December 1 but we can do that only if space is available after September 1. We will need a copy of your child's birth certificate. We will also need a copy of your child's immunization record. If you are not up to date on immunizations or want to request a waiver, you will need to contact the Macomb County Health Department (see attached notice from the Health Department).

We have attached some forms and additional information that you will need:

- Registration Form
- Health Appraisal Form
- Parent Booklet with additional information about GSRP
- Immunization notice from the Health Department

To begin the enrollment process:

- 1. Fill out the Registration Form**
- 2. Call the center to set up an enrollment meeting with Jessica Platte at 586-463-8803**
- 3. Gather your income verification information and forms**
- 4. Meet with Jessica Platte, bringing the enrollment form and verification documents.**

To finalize enrollment (in August)

1. Wait for contact from TLC that you are on the roster for the GSRP classroom
2. Attend an Open House during the first week of September
3. Bring completed Health Appraisal Form with Immunization Record and Birth Certificate to Open House
4. Update any Income Information at Open House

We look forward to serving your family. If you have any questions, please contact us at 586-463-8803 or at tlcecc@trinityct.org

Sincerely,

Jessica Platte

Early Childhood Director



Trinity Lutheran Church Early Childhood Center

Child Information Record

Great Start Readiness Program

State of Michigan Department of Licensing and Regulatory Affairs – Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, “unknown” or “none” is the required response. A blank field, a line through a field or “N/A” are not acceptable responses.

For Provider Use Only:		Date of Admission		Date of Discharge	
Name of Child (Last, First, Middle Initial)				Child's Date of Birth	
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Parent/Legal Guardian's Name		Primary Phone ()	Parent/Legal Guardian's Name (Optional)		Primary Phone ()
Home Address (if not child's address)		2 nd Phone (if applicable) ()	Home Address (if not child's address)		2 nd Phone (if applicable) ()
City	State	Zip Code	City	State	Zip Code
Email Address			Email Address		
Employer Name		Work Phone ()	Employer Name		Work Phone ()
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ()		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and/or Special Instructions? Yes ☐ No ☐ If yes, explain: (Attach additional sheets, if necessary.)					
Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)					
1.		()	()		
2.		()	()		
3.		()	()		
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)					
1.		()	2.		()
3.		()	4.		()
Parent/Legal Guardian initials: _____ I give permission to <u>Trinity Lutheran Early Childhood</u> , licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical for the above named minor child while in care.					
I certify that I accurately completed this form and if anything changes, I will notify the updating this form.					
Signature of Parent or Guardian _____				Date Signed _____	
Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.				AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation	

Name child goes by _____

Names and ages of brothers and sisters _____

Are there any special custody issues? (please attach any court orders) _____

Would you like additional information about Trinity School or Trinity Church such as events or available resources?

Please read, initial, sign and date the following statements:

My child, _____ is in good health and any restrictions are noted on the front of this registration form. My child's immunizations are up to date and I have provided the record or waiver to TLC or it is on file at my child's school. I assume responsibility for the child's state of health while at TLC Early Childhood Center. I also understand that I will be notified immediately if anything unforeseen is this regard occurs. _____ (initials)

I have read and agree to the conditions of TLC Early Childhood Center Parent Booklet. This includes: Criteria for admission and withdrawal, Schedule, Fee Policy, Discipline of children, Nutrition and Food program, Program Philosophy, daily schedules and Health care plan. _____ (initials)

I will provide breakfast for my child either at home or brought to the center. I understand that TLC staff will serve breakfast that I provide from 6:30 AM to 8 AM. _____ (initials)

I understand and will support the purpose and philosophy of TLC Early Childhood Ministries. I look forward to my partnership with TLC in its' programs, educational activities and fellowship events. _____ (initials)

- ☒ The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last years. The licensing notebook is available to parents/guardians during regular business hours. Reports from the past three years are available at www.michigan.gov/michildcare
- ☐ The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare

Picture Release: I consent that photographs or videos of my child may be used by Trinity in classrooms & hallways, website, FACEBOOK or other social media and for marketing purposes. Furthermore, I consent that such photographs and or videos shall be the property of Trinity, which has the right to duplicate, reproduce and make other uses, as Trinity deems necessary.

☐ I **DO** give my consent

☐ I **DO NOT** give my consent

Parent Signature _____

Date _____

Information below is for reporting purposes only (to Lutheran Church Missouri Synod, State or Federal Agencies):
In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Please select the ethnicity of your child: _____ Hispanic or Latino _____ Not Hispanic or Latino

Please select one of more racial designations of your child: _____ American Indian or Alaskan Native

_____ Asian _____ Black or African American _____ Native Hawaiian or Pacific Islander _____ White

Yearly PSOR Clearance	Yearly PSOR Clearance	Yearly PSOR Clearance	Yearly PSOR Clearance
(Date)	(Date)	(Date)	(Date)



Parent Notice of Program Measurement*

Trinity Lutheran Church Early Childhood Center is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact:

Trinity Lutheran Church Early Childhood Center, Jessica Platte 586-463-8803

mde-gsrp@michigan.gov or 517-373-8483

The MDE Office of Great Start, Preschool and Out-of-School Time Learning at

- mde-gsrp@michigan.gov
- 517-241-7004, or
- 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909

*Provided to parents upon enrollment and/or included in the GSRP Handbook

Parent Signature & Date

GSRP Staff Signature Position/Title Date



trinitylutheran
worship, grow, serve, share

TLC Early Childhood Center
38900 Harper Clinton Twp.
MI 48036
586-463-8803

Great Start Readiness Program (GSRP)

- GSRP is funded by the State of Michigan and is free to those who qualify by income. It is aimed at middle income families. We must verify income to enroll.
- Children must turn 4 by September 1 to be eligible for GSRP. Ages in this room range from 4 – 5 years. After September 1 we can allow children who are 5 by December 1 to enroll.
- Sessions meet Monday through Friday from 8-3.
- Maximum class size is 18 with a teacher, an associate teacher, and an assistant.
- Teachers plan preschool activities using Creative Curriculum. We use GOLD Assessment from Creative Curriculum to assess children's learning and use this information to fine tune activities to better enhance each child's learning. We invite you to meet for parent teacher conferences to share the information from Gold several times each school year.
- We cannot provide religious instruction during GSRP hours, but we offer a Jesus Time immediately following GSRP class time at no charge. We teach age-appropriate Bible accounts, songs, and lessons and most importantly they learn that Jesus loves them! We share information weekly about what the children are learning.
- The schedule is consistent. This provides consistency and predictability, a vital aspect in a learning environment. Large and small group times, literacy and math teaching are provided daily. Plenty of time is allowed for child-directed play, an important format for learning. Outdoor play or gym time is provided daily.
- A short rest time is provided on cots daily. Parents need to furnish a *small* blanket and a *small* pillow if desired.
- A morning snack, hot lunch, and afternoon snack are included. Menus are provided monthly and available on our website.
- The room is set up for preschool learning. Different learning centers are evident. They include block, dramatic play, toys and games, discovery or science, sand, and water or sensory, art, literacy, music, and large motor or climber centers. Materials are rotated for interest. We cook with children weekly.
- Outdoor area includes swing sets, climber, trikes, trike track, a spacious sand area and gardens. We also use the church property outside of the playground for games and exploration. Children go outdoors daily, year-round, weather permitting. Please provide appropriate clothing such as boots, snow pants, mittens, hats and warm coat or a bathing suit for summer. We would be happy to apply sunscreen if provided.
- Children are being taught to take care of their own belongings and clean up after themselves throughout the day. They are given a cubbie for clothing, a bag for bedding, and a mailbox to put important papers and projects in. Please check it daily.
- Please remember to dress your child in play type clothing so they can participate in all activities without concern.
- The preschool does not provide daily written communication but would be happy to answer any questions you may have about your child's day.
- As part of the GSRP program, Trinity invites you to attend Parent Advisory Meetings several times each school year.



Childcare and Biblical Instruction

Dear GSRP Applicant,

Trinity Lutheran Church Early Childhood Center is happy to offer childcare after the GSRP classroom hours. Childcare is available 3:20 PM – 6 PM, Monday through Thursday in the GSRP classroom. There will be no childcare on Fridays and during scheduled breaks such as, spring break, parent-teacher conferences, holiday breaks, etc.

Childcare is offered at an hourly rate of \$4.75 per hour. Minutes from morning and afternoon are combined into one charge per day. We bill on Monday for the previous week, and you are given a statement of charges. Payment is due by Wednesday of that week. You may qualify for childcare subsidy from the State of Michigan. If this is the case, we will bill accordingly and let you know your co-pay on Monday for the week previous.

We are happy to provide care at no charge from 3:05 – 3:20 PM. During this time, we will provide Biblical teaching in the form of age appropriate Jesus Time activities which will include telling of the Bible accounts, songs, finger-plays, etc. We welcome all children to participate at no charge during those times. Childcare charges will be assessed after 3:20 PM. We hope you will choose to allow your child to participate. Trinity's mission is to make fully devoted followers of Jesus through Christ-centered care and education of children. While we cannot share the good news during GSRP classroom hours, we wanted to offer your family this opportunity after GSRP hours.

If you would like to take advantage of the childcare program, please fill out the attached contract and indicate the days and hours that you will use the program so that we can plan for staffing and activities. You will not be charged for that time.

Sincerely,

Jessica Platte

Early Childhood Director

Great Start Readiness Program (GSRP)
FY 2025 INCOME ELIGIBILITY GUIDELINES
Effective July 1, 2024 - June 30, 2025

GSRP Income Eligible															
Household Size	Federal Poverty Level ¹ 1 - 50%			Federal Poverty Level ¹ 51 - 100%			Federal Poverty Level ² 101 - 150%			Federal Poverty Level 151 - 200%			Federal Poverty Level 201 - 250%		
	ANNUAL MAXIMUM	MONTHLY MAXIMUM	WEEKLY MAXIMUM	ANNUAL MAXIMUM	MONTHLY MAXIMUM	WEEKLY MAXIMUM	ANNUAL MAXIMUM	MONTHLY MAXIMUM	WEEKLY MAXIMUM	ANNUAL MAXIMUM	MONTHLY MAXIMUM	WEEKLY MAXIMUM	ANNUAL MAXIMUM	MONTHLY MAXIMUM	WEEKLY MAXIMUM
1	7,530	628	145	15,060	1,255	290	22,590	1,883	435	30,120	2,510	580	37,650	3,138	725
2	10,220	852	197	20,440	1,704	394	30,660	2,555	590	40,880	3,407	787	51,100	4,259	983
3	12,910	1,076	249	25,820	2,152	497	38,730	3,228	745	51,640	4,304	994	64,550	5,380	1,242
4	15,600	1,300	300	31,200	2,600	600	46,800	3,900	900	62,400	5,200	1,200	78,000	6,500	1,500
5	18,290	1,525	352	36,580	3,049	704	54,870	4,573	1,056	73,160	6,097	1,407	91,450	7,621	1,759
6	20,980	1,749	404	41,960	3,497	807	62,940	5,245	1,211	83,920	6,994	1,614	104,900	8,742	2,018
7	23,670	1,973	456	47,340	3,945	911	71,010	5,918	1,366	94,680	7,890	1,821	118,350	9,863	2,276
8	26,360	2,197	507	52,720	4,394	1,014	79,080	6,590	1,521	105,440	8,787	2,028	131,800	10,984	2,535
For each additional family member add	2,690	224	52	5,380	448	103	8,070	673	156	10,760	897	207	13,450	1,121	259
GSRP Income Eligible															
Over Income															
Household Size	Federal Poverty Level 251 - 300%			Federal Poverty Level ³ 301 - 350%			Federal Poverty Level ³ 351 - 400%			Federal Poverty Level ³ 401 - 450%			Federal Poverty Level ³ 451 - 500%		
	ANNUAL MAXIMUM	MONTHLY MAXIMUM	WEEKLY MAXIMUM	ANNUAL MAXIMUM	MONTHLY MAXIMUM	WEEKLY MAXIMUM	ANNUAL MAXIMUM	MONTHLY MAXIMUM	WEEKLY MAXIMUM	ANNUAL MAXIMUM	MONTHLY MAXIMUM	WEEKLY MAXIMUM	ANNUAL MAXIMUM	MONTHLY MAXIMUM	WEEKLY MAXIMUM
1	45,180	3,765	869	52,710	4,393	1,014	60,240	5,020	1,159	67,770	5,648	1,304	75,300	6,275	1,449
2	61,320	5,110	1,180	71,540	5,962	1,376	81,760	6,814	1,573	91,980	7,665	1,769	102,200	8,517	1,966
3	77,460	6,455	1,490	90,370	7,531	1,738	103,280	8,607	1,987	116,190	9,683	2,235	129,100	10,759	2,483
4	93,600	7,800	1,800	109,200	9,100	2,100	124,800	10,400	2,400	140,400	11,700	2,700	156,000	13,000	3,000
5	109,740	9,145	2,111	128,030	10,670	2,463	146,320	12,194	2,814	164,610	13,718	3,166	182,900	15,242	3,518
6	125,880	10,490	2,421	146,860	12,239	2,825	167,840	13,987	3,228	188,820	15,735	3,632	209,800	17,484	4,035
7	142,020	11,835	2,732	165,690	13,808	3,187	189,360	15,780	3,642	213,030	17,753	4,097	236,700	19,725	4,552
8	158,160	13,180	3,042	184,520	15,377	3,549	210,880	17,574	4,056	237,240	19,770	4,563	263,600	21,967	5,070
For each additional family member add	16,140	1,345	310	18,830	1,569	362	21,520	1,794	414	24,210	2,018	466	26,900	2,242	518

1. Families at or below 100% of poverty must be referred to Head Start. Enrollment in GSRP is deferred until the referral process is complete.

2. Head Start grantees that demonstrate all children at 100% are being served may receive approval to serve up to 35% of their enrolled children from families with incomes up to 130% of the federal poverty level.

3. Up to 15% of children may be enrolled at or above 301%. Sliding-fee scale tuition applies.