



Trinity Lutheran Church Early Childhood Center

Child Information Record

Three Year Old Class

____ Tue/Thu AM

Four Year Old Class

____ Mon/Wed/Fri AM

____ Mon/Wed/Fri School Day

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		City		State	
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 <input type="checkbox"/> No <input type="checkbox"/> 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 provider by 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	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 _____ Baptism or Dedication Date _____

Church you attend regularly _____ Church Membership _____

Names and ages of brothers and sisters _____

Parent's marital status _____

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)

Child Placement Contract for _____ (name of child)

I have received and read the Parent Information Handout and agree to comply with all its rules and responsibilities. I understand that compliance with these rules and responsibilities is a condition of my child's enrollment and is a part of this contract.

1. Class will normally begin at 8:15 AM and end at 11 AM on the following days of the week: Tuesdays and Thursdays
2. We will include a morning snack for AM attendees and a morning snack, hot lunch, and afternoon snack for school day attendees.
3. The current preschool charge for the child named above is \$160 per month, and the current charge for returning a check is \$35.00. I understand that these charges and rates are subject to change, as the bank may make changes. We will no longer accept two checks returned from the same family.
4. Payment to the Provider will be made in the following manner: **by check, money order, cash, or online credit card payment. Payment is due on the first day that your child attends or after the first of each month.** Payment is considered late if not received on this day, and a \$20 late fee will be assessed. If payment is not received by the end of the week, you will be reminded that preschool privileges will be suspended until payment is made.
6. I understand that a registration fee of \$150 (\$100 for re-enrolling students) plus the last month's tuition will be assessed at enrollment. I also understand that, as required by licensing rules, I must review my child's registration form or complete and turn in a new registration form by the first Tuesday of September each year.
7. I understand that I must provide immunization records or approved waiver of immunizations to the center upon enrollment and as immunizations are updated. I must also provide a completed health form within one month of enrollment and bi-yearly after that. I assume responsibility for my child's state of health while at TLC Early Childhood Center. I also understand that I will be notified immediately if anything unforeseen occurs.
8. I understand and will support the purpose and philosophy of TLC Early Childhood Ministries, as stated in the Parent Information Booklet. I look forward to my partnership with TLC in its programs, educational activities, and fellowship events.
9. No modifications can be made to this contract except in writing.
10. I understand this is a legally binding contract, which I have read.

Upon signing this agreement, the parent, legal guardian, or responsible adult and the childcare facility agree to abide by all of the provisions contained in this contract.

The parties hereto have executed this contract as of the specified date.

Parent, Legal Guardian or Responsible Adult


(Signature)

(Printed Name)

(Relationship to Children)

DATE _____

TLC Early Childhood Center



(Signature)

Jessica Platte

(Printed Name)

Childcare Director

(Title)

DATE _____