WRITTEN INFORMATION PACKET DOCUMENTATION

Michigan Department of Lifelong Education, Advancement and Potential
Child Care Licensing Bureau

Child's (or Children's) Name (Last, First)	Facility Name

An information packet has been provided to me, either electronically or hard copy, at the time of enrollment. The packet included all the following information ***(R 400.8113(1)):***

- 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, and illnesses.
- Transportation policy, if applicable.
- Medication policy.
- Exclusion policy for child illnesses.
- Notice of the availability of the center's licensing notebook and that it contains the items described in R 400.8110(4).

(CENTER MUST CHECK ONE)

☐ The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigation reports, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least 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.**

- Other _____

I certify that I received all the above items.

_____ _____

Parent/Guardian Signature **Date**

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

MiLEAP is an equal opportunity employer/program.

Individuals with disabilities may contact the MiLEAP ADA Coordinator to request an alternative format to these materials. Please visit www.Michigan.gov/ADA for a list of state ADA Coordinators.