



Early Childhood Program

9123 George Avenue
Berrien Springs, MI 49103
daycare@trinityberrien.org
(269) 473-1811

Daycare & Preschool-Registration Packet

Welcome to Trinity Lutheran's Early Childhood Program. We offer daycare options for children 2.5 to 12 years old. There are also Preschool options for children 3-5 years old. Our programs encourage your child to develop socially, emotionally, physically, intellectually and spiritually with Christ at the center of everything we do.

Our program is licensed by the State of Michigan.

Registration Materials

Included in this packet you will find the following forms that must be completed and returned before entry into our programs:

1. Program Offerings - A detailed list of our program offerings with rates.
2. Registration Form - Completed form and non-refundable registration fee must be submitted to the office in order to reserve the child's place in the program.
3. Child Information Record - This is **required** by the State of Michigan. You must complete every section of this form.
4. Health Appraisal - Must be completed by a physician. School Age Health Records Statement may be completed in lieu of the Health Appraisal for school age children.
5. Trinity Lutheran Publicity Release
6. Permission for Topical Non Prescription Medication

Daycare Only

7. Daycare Agreement
8. Parent Provided Food Agreement
9. School Age Notice of Playground Usage (School Agers ONLY)

If you have any questions, feel free to contact the school office or schedule an appointment.



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Program Offerings

Preschool Classes

A non-refundable Registration Fee of \$100.00 must be submitted to the office in order to reserve the child's place in class. There is no Registration fee for GSRP.

First and last month's tuition will be due before school begins. Monthly payments are due on the first of each month and considered late after the 15th. After the 15th, a late fee of \$25 will be assessed.

Registration will be opened to returning families first. After that time period, registration will become open to new families on a first come first serve basis.

CLASS	TUITION	AGE	CLASS TIME
3 1/2 Days 3 & 4 Year Old PM Preschool	\$145/month \$1,305/year	3 and 4 year olds (3 by September 1st)	Tues, Wed, Thurs 12:30pm - 3:15pm
5 1/2 Days 4 & 5 Year Old AM Preschool	\$190/month \$1,710/year	4 and 5 year olds (4 by September 1st)	Monday - Friday 8:45am - 11:30am
4 Full Days 4 Year Old GSRP* Preschool	Tuition Free/Income Based	4 year olds (4 by September 1st)	Monday - Thursday 8:45am - 3:15pm

** The Great Start Readiness Program (GSRP) shown above is a free program for children who qualify. It is a full day program running Monday through Thursday throughout the school year.*



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Program Offerings

Daycare

A non-refundable Registration Fee of \$90.00 (Child), \$135.00 (Family) is required at time of enrollment. The fee must be paid again each year as we update all paperwork.

2.5 and 3 Year Olds

Full Time (4-5 Days)	\$220.00 per week
Part Time (3 Days)	\$195.00 per week
Daily	\$70.00 per day

4 and 5 Year Olds

Full Time (4-5 Days)	\$200.00 per week
Part Time (3 Days)	\$160.00 per week
In 4 or 5 Day Preschool	\$145.00 per week
In 3 Day Preschool	\$155.00 per week
Hourly - When no preschool Example: School Holidays	\$8.00 per hour additional for hours normally in preschool
Daily	\$60.00 per day
Half Day - Only when enrolled in Preschool for the other half of the day	\$35 per day

** Children who are turning 4 but are not yet fully potty trained will remain at the 2.5 & 3 Year Olds rate until FULL potty training is achieved.*

When determining open slots, full time attendees will be given priority over part time. If your child attends preschool and is in daycare all day on days there is no preschool, additional charges will be accessed.

See reverse side for School Age rates.

School Age

Before AND After School	\$65.00 (1 child) \$95 (2 children) \$125 (3 children) per week
Before OR After School	\$50.00 (1 child) \$75 (2 children) \$105 (3 children) per week
Daily Before AND After School	\$20.00/day
Daily Before OR After School	\$16.00/day
Full Time (4-5 Days)	\$165.00 per week
Part Time (3 Days)	\$130.00 per week
Daily	\$60.00 per day
Half- Day	\$35.00 per day
Hourly	\$8.00 per hour additional between the hours of 8:00 am-4:00 pm

Trinity School Age Children

Before and After School Care is INCLUDED in tuition for students enrolled in our K-8 school program. There is a one-time annual registration fee of \$425 for one child, \$600 for two children, and \$800 for 3 children. Any additional children above 3 would be \$200 per each additional child.

- Payments are to be made by the Friday prior to the week of service. Checks should be made out to Trinity Lutheran Daycare and can be placed in the box by the sign-in/out sheets in the Little Learner's room (modular).
- Services you enroll for is what you pay for each week, even if there is a holiday or a day/s during the week we have to close for an emergency. ALL PAYMENTS are due each week whether your child is here or not, with the exceptions of your two vacation weeks (year round / full time care only, with a two week notice).
- Payments are due every Friday the week PRIOR to services rendered. If payment has not been received by Wednesday morning following the Tuition Due Date, a 1% carrying charge will be posted to the account on Thursday following the Friday when the payment is due. We will be unable to provide service for your child in the following week if there is an unpaid bill and no payment plan is in place. Failure to make payment or arrangements for payment within 30 days of the due date may result in termination.
- **All billing fees for your schedule are due every Friday.**
- **Unpaid balances will be assessed a 1% carrying charge the Thursday after billing was due.**



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Registration Form - Preschool & Daycare

Choice of Program:

(Check all that apply)

Daycare: _____ Start Date: _____

(Specify Age Group)

3 & 4 Year Old PM Preschool

3 1/2 Days Tues, Wed, Thurs

4 & 5 Year Old AM Preschool

5 1/2 Days Mon-Fri

4 Year Old - FULL DAY - GSRP Preschool

(Use GSRP Registration Paperwork)

For Office Use Only

Date Received: _____

Reg. Fee Received: _____

Initials of Staff: _____

Full Legal Name: _____
(Last) (First) (Middle)

Name with which to address child: _____ (*James goes by Jimmy*)

Date of Birth: _____ Has this child been baptized? Y or N Date: _____
Church Affiliation: _____

Has this child previously attended a preschool or daycare center? Y or N
If so, where? _____

Name of Mother: _____ Phone Number: _____

Mother's Mailing Address: _____
(Number) (Street) (City, State & Zip)

Mother's Email Address: _____

Name of Father: _____ Phone Number: _____

Father's Mailing Address: _____
(Number) (Street) (City, State & Zip)

Father's Email Address: _____

(Signature of Parent or Guardian)

CHILD INFORMATION RECORD

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		Home Phone ()	Parent/Legal Guardian's Name (Optional)		Home Phone ()
Home Address (if not child's address)		Cell Phone ()	Home Address (if not child's address)		Cell Phone ()
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			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 Special Instructions (Attach additional sheets, if necessary.)					

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.

See Reverse Side

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 Trinity Lutheran, Berrien Springs, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment 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 Citation.

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.

HEALTH APPRAISAL

Dear Parent or Guardian: The following information is requested so that the school can work with the parent to meet the physical, intellectual and emotional needs of the child. Fill out the information requested in Section I. Section III may be certified by the transcription of information from the certificate of immunization. The remaining sections are to be completed by a doctor, nurse and dentist. **(BE SURE TO BRING YOUR CHILD'S IMMUNIZATION RECORDS TO THE EXAMINATION.)**

PERSONAL

CHILD'S NAME (Last, First, Middle)	DATE OF BIRTH (mm/dd/yy) / /
ADDRESS (Number & Street) (City) (ZIP Code) MI	TODAY'S DATE (mm/dd/yy) / /
PARENT/GUARDIAN (Last, First, Middle)	HOME TELEPHONE NUMBER ()
ADDRESS (Number & Street) (City) (ZIP Code) MI	WORK TELEPHONE NUMBER ()

SECTION I - HEALTH HISTORY

Yes	No	Resubmit	# Is your child having any of the problems listed below?	Birth History:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Allergies or Reactions (for example, food, medication or other)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Hay Fever, Asthma, or Wheezing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Eczema or Frequent Skin Rashes	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Convulsions/Seizures	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 Heart Trouble	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 Diabetes	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 Frequent Colds, Sore Throats, Earaches (4 or more per year)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8 Trouble with Passing Urine or Bowel Movements	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9 Shortness of Breath	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 Speech Problems	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 Menstrual Problems	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 Dental Problems: Date of Last Exam / /	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (please describe): _____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your child take any medication(s) regularly?	
Reason for Medication				If yes, list medications:
_____ / /				
Parent/Guardian Signature _____ Date _____				Was the health history reviewed by a health professional? <input type="checkbox"/> Yes <input type="checkbox"/> No Examiner's Initials: _____

SECTION II - PHYSICAL EXAMINATION, INSPECTION, TESTS AND MEASUREMENTS

Required for Child Care and Head Start / Early Head Start

Tests and Measurements

No	Yes	Was child tested for:	Test results:	Normal	Referred	Under Care	No	Yes	Was child tested for:	Test results:	Normal	Referred	Under Care
<input type="checkbox"/>	<input type="checkbox"/>	VISION Date: / /	Visual Acuity Muscle Imbalance Other: _____				<input type="checkbox"/>	<input type="checkbox"/>	HEIGHT & WEIGHT Other: _____	Height Weight Other: _____			
<input type="checkbox"/>	<input type="checkbox"/>	HEARING Date: / /	Audiometer Other: _____				<input type="checkbox"/>	<input type="checkbox"/>	HEMOGLOBIN / HEMATOCRIT BLOOD PRESSURE	Reading: _____			
<input type="checkbox"/>	<input type="checkbox"/>	URINALYSIS Date: / /	Sugar Albumin Microscopic				<input type="checkbox"/>	<input type="checkbox"/>	TUBERCULIN Date: / /	Type: _____ Neg.: <input type="checkbox"/> Pos.: <input type="checkbox"/> _____ mm			
<input type="checkbox"/>	<input type="checkbox"/>	BLOOD LEAD LEVEL Date: / /	Level _____ ug/dl				NOTE: Blood lead level required for all children enrolled in Medicaid must be tested at one and two years of age, or once between three and six years of age if not previously tested. All children under age six living in high-risk areas should be tested at the same intervals as listed above.						

Examinations and/or Inspections

Essential Findings Deviating from Normal:
Exam Date: / /

SECTION III - IMMUNIZATIONS

Statements such as "UP-TO-DATE" or "COMPLETE" will not be accepted. Admission to school may be denied on the basis of this information.*

VACCINES (Circle Type)	DATE ADMINISTERED MM/DD/YYYY		VACCINES (Circle Type)	DATE ADMINISTERED MM/DD/YYYY	
Hepatitis B (HepB)	1	3	Hepatitis A (HepA)	1	2
	2				
DTaP/DTP/DT/Td	1	4	Influenza (IV/LAIV)	1	3
	2	5		2	4
	3	6	Meningococcal (MCV4 / MPSV4)	1	2
Tdap	1		Human Papillomavirus (HPV9/HPV4/HPV2)	1	3
Haemophilus Influenzae type b (HIB)	1	3		2	
Polio (IPV/OPV)	1	3	OTHER Vaccines Specify Date & Type	Type of Vaccine(s)	Date of Vaccine(s)
	2	4		1	
Pneumococcal Conjugate (PCV7/PCV13)	1	3		2	
Rotavirus (RV1/RV5)	1	3	3		
	2				
Measles, Mumps, Rubella (MMR)	1	2	<i>Indicate and attach physician diagnosis or laboratory evidence of immunity as applicable</i>		
Varicella (Chickenpox)	1	2	*NOTE: According to Public Act 368 of 1978, any child enrolling in a Michigan school for the first time must be adequately immunized, vision tested and hearing tested. Exemptions to these requirements are granted for medical, religious and other objections, provided that the waiver forms are properly prepared, signed and delivered to school administrators. Forms for these exemptions are available at your provider office for medical waiver forms and through your local health department for nonmedical waiver forms.		
History of Chickenpox Disease? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:					

I certify that the immunization dates are true to the best of my knowledge

Title
Date

SECTION IV - RECOMMENDATIONS

(Required for Child Care and Head Start/Early Head Start)

No	Yes	Is there any defect of vision, hearing or other condition for which the school could help by seating or other actions? If yes, please explain:
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Should the child's activity be restricted because of any physical defect or illness? If yes, check and explain degree of restriction(s): <input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Gymnasium <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Competitive Sports <input type="checkbox"/> Other
Other Recommendations		

SECTION V - DENTAL EXAMINATION AND RECOMMENDATIONS (OPTIONAL)

I have examined _____'s teeth. As a result of this examination, my recommendation for treatment is: _____

Date

PHYSICIAN'S SIGNATURE

Date

Degree or License

City
MI
ZIP Code
Telephone

Information required for:

Early On - Hearing and Vision Status; Diagnosis; Health Status

Child Care Licensing - Physical Exam, Restrictions, Immunizations

Head Start/Early Head Start - Determination that child is up-to-date on a schedule of age-appropriate preventive and primary health care, including medical, dental, and mental health. The schedule must incorporate the well-child care visit required by EPSDT and the latest immunizations schedule recommended by the Centers for Disease Control and Prevention, State, tribal, and local authorities. An EPSDT well-child exam includes height, weight, and blood tests for anemia at regular intervals based on age.

Developed in Cooperation with the Department of Health and Human Services, Education, Michigan American Association of Pediatrics, Early Childhood Investment Corporation, Child Care Licensing, Head Start, Michigan State Medical Society, Michigan Association of Osteopathic Physicians and Surgeons.



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Permission for Topical Nonprescription Medication

The staff at Trinity Lutheran Daycare have my permission to apply

- Sunscreen (provided by parent)
- Insect Repellent (provided by parent)
- Diaper Ointment (provided by parent)

to my child, _____ while in their care.
(Name of Child)

Parent's Name - Printed

Date

Parent's Name - Signature



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Daycare Agreement

This Agreement is entered into on this _____ day of _____, 20__ with

Trinity Lutheran Daycare of Berrien Springs and _____
 (Parent/Guardian Name)

Parent/Guardian of _____ DOB: _____
 (Child's Name)

Registration Fee

Parent/Guardian agrees to pay a registration fee of \$90 (child) or \$135 (family).

This is a non-refundable payment.

Registration Fee: \$ _____ Paid: () Yes () No

Cash: _____ Check #: _____ Date: _____

Weekly Rate

The weekly rate will be \$ _____ and is due and payable the week before services are rendered. Payment is expected even if the child is absent.

Days and Hours **Start Date:** _____

The parties to this agreement have agrees to the following schedule of care:

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop-Off Times					
Pick-Up Times					

I have agreed to the terms of this contract and will follow all of Trinity Lutheran Daycare's rules and regulations as listed in the parent handbook. I understand that this contract is binding starting on the date above. I will have two weeks to terminate my contract but payment will be paid for those two weeks and I will not be refunded any money.

By: _____ Date: _____
 (Parent/Guardian Signature)

By: _____ Date: _____
 (Director's Signature)



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Parent Provided Food Agreement

For all children over 1 year of age, an afternoon snack will be provided for your child by Trinity Lutheran Daycare. All other food/meals (breakfast and lunch) will be provided by the parents. This includes, but is not limited to, formula, milk and food. Lunch boxes/bags/containers must be labeled with first and last name. Food needs to be packed with ice packs so that it may hang on your child's hook. Meals must be nutritionally balanced and age appropriate. Children will never be deprived of a meal if parents do not provide one, but \$7.00 per meal will be charged if we have to provide a meal. For children less than one year of age, parents will provide ALL formula and food for the entire day (breakfast, lunch and snack).

I _____ the parent/guardian of _____
(Parent's Name) (Child's Name)

have read and agree to the above policies and will provide adequate food for my child on a daily basis.

(Parent/Guardian Signature) Date: _____



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Publicity Release

Trinity Lutheran Church, School and Early Childhood Program is making a concentrated effort to promote the positive activities, honors and work of our faculty, staff and students. This includes working with the local newspapers, radio, television stations, our website and other online social networking platforms. These publications include information, likenesses and images which may appear on the website as well as in other publications. As we go through the year, there will be various opportunities for students to be interviewed and/or photographed and identified by name and classroom or school.

However, we understand that some parents may request that we do not identify their child(ren). Please fill out the information below to inform us of your wishes regarding publicity.

Please note that your child's image or likeness may appear in occasional candid photos without any type of name identification and the use of these candid photos of your child is permissible. This photo release form does not apply to photographs taken during extra-curricular activities. Students who attend extra-curricular activities forfeit their rights to retain authority over the publication of photos taken.

Please Print (Use a separate form for each child)

Student Name: _____

Parent/Guardian Name: _____

I give permission for my child to be interviewed, identified and/or photographed/filmed for use in school publications, including, but not limited to publications via website or other technological publications, videos, newspaper, radio, televisions or social media.

I request that you do not interview or photograph my child.

Parent/Guardian Signature: _____

Date: _____



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Field Trip Permission Form - Church Use

This notice is to inform you that the children at Trinity Lutheran School will be taking walking field trips to our church (located across the school parking lot) on a weekly basis. They will participate in chapel service, practice singing and other activities that require use of that space.

I have been informed in writing and I give permission

for my child, _____, to participate in walking field trips

to Trinity Lutheran Church during the _____ school year.

Date: _____

(Parent/Guardian Signature)

WRITTEN INFORMATION PACKET DOCUMENTATION
Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems

Child(ren)'s Name(s) (Last, First)	Center Name
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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.
 - 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.
- Other

I certify that I received all of the above items.

Parent/Guardian Signature Date

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

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