**Annual West Shore Lutheran Preschool and Child Care Handbook**

Our preschool and child care handbook can be found at [**www.westshorelutheran.com**](http://www.westshorelutheran.com) under the tab labeled “Registration Forms”. Please read the handbook and sign the statement below. If you would prefer a paper copy, please contact the school office.

A written information packet has been provided at the time of enrollment. The online handbook includes all of 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.
* Medication policy.
* Food service program.
* Program philosophy.
* Typical daily routine.
* Photo consent.
* Parent notification plan for accidents, injuries, incidents, illnesses.
* Exclusion policy for child illnesses.
* **PARENT NOTIFICATION** of the licensing notebook.
* 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**](http://www.michigan.gov/michildcare)**.**

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

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child/Children’s Names

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