



Dear Families,

Welcome to Diapers 2 Diplomas Children's Learning Center in Clinton Township, Michigan. We are delighted that you have chosen us to provide care for your little one(s). We hope that this handbook will help introduce you to Diapers 2 Diplomas and answer any questions or concerns you may have.

Our mission is to provide an educational program for children in a fun and loving manner. Diapers 2 Diplomas believes that children are our future and it is our goal to provide the very best care possible in order to meet all areas of development.

At Diapers 2 Diplomas Children's Learning Center we strive to do the following:

- To provide affordable, convenient, dependable childcare services
- To create a child care setting for social, cognitive, and physical development
- To provide a nurturing environment for all children and their families
- To develop and implement child appropriate activities that will assist with academic success
- Provide a before and after school and summer program for families in need of such services

Our staff of warm, caring, professional childcare providers maintains a positive and stimulating atmosphere where your child is cared for and respected. Your child is very special and it is our goal to attend to all of his/her personal and developmental needs.

Center Organization

Diapers 2 Diplomas was established in 2010. It is licensed for 96 children through the Department of Human Services (DHS). We comply with all child care regulations set forth by DHS. Diapers 2 Diplomas Children's Learning Center will perform in a professional manner in all areas of its operation. All program areas will be designed to meet the individual needs of the children.

Days and Hours of Operation

Diapers 2 Diplomas Children's Learning Center is open year round Monday through Friday from 6:00 am to 6:30 pm. We do observe certain holidays and therefore will be closed on the following days: **Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and the day after Thanksgiving, and the week between Christmas and New Years.** You will NOT be expected to pay for the week of December that we are closed. The center may also close on occasion for professional development days. The center will give advance notice so accommodations can be made.

Enrollment

The following **must** be completed in order to enroll your child:

- Child Health Exam form
- Permission and release form
- Immunization card
- Signed Diapers 2 Diplomas Children's Learning Center contract

Teachers/Assistant Teachers

The teachers and assistant teachers receive on-going in-service training through staff meeting and at early childhood conferences and workshops held throughout the year. All of our employees are trained in Pediatric CPR, First Aid, and Blood Borne Pathogens.

Your child will remain with the same teacher/teacher assistant throughout most of the day in order to develop a close loving relationship. We strive to be available to share information each day with you and to allow time for concerns and questions.

Please feel free to call your child's teacher and/or the Director at anytime.

- **Snow or other Bad Weather Cancellations**

If Diapers 2 Diplomas decides prior to opening not to open the facility, families will be notified by television. If the facility must close during operating hours because of snow or storm, the Director will notify families by telephone. The center may close for inclement weather if the surrounding public schools close. The schools that we will focus on will be Chippewa Valley, Utica, and Mount Clemens.

Fundraisers

From time to time Diapers 2 Diplomas may do fundraisers to raise money for needed toys, supplies, and educational materials. We hope we can count on your support during our fundraisers. Fundraisers are a positive way to show community support and family support for early childhood education.

Childcare Services and Payment Contract

Our billing period is from Monday to Friday. Prior to your child starting you will be responsible for paying a security deposit, which is equivalent to the number of days enrolled. A non-refundable registration fee is charged to cover the paper work and other costs involved in registering each child. The current registration fee is \$45.00 per family. You will also receive half off the first week's tuition. Our billing is done in a manner where you pre-pay for the following week. So on Friday you will be paying for the next week. **Statements will be available on Tuesday and payment must be received by noon on Friday. A late fee of \$25 per week will be applied for all outstanding balances.**

DHS Co-Payments:

A co-payment will be calculated at the time of enrollment. A family who receives assistance from DHS will be responsible for the full tuition amount until an approval letter is received by the state. Once an approval letter is received you will receive a credit for the difference in payment. Please note that the credit will not be a cash refund. The credit will be deducted from your co-payment until a \$0.00 balance is reached. Please see the director for further details. In the event that your case is cut off you will be responsible for all childcare cost not covered by the State of Michigan.

After Hours Fee: The Center closes at 6:30pm. All children should be picked up from the center by 6:30 pm. Consequently, a \$25 fee will be charged for the first 15 minutes and \$1 per minute after that first 15 minutes.

DROP OFF AND PICK UP TIMES: Before enrolling you will be required to either verbally tell the director or assistant director of your drop off and pick up time or fill out a schedule form with your tentative schedule and times. If you drop off prior to your start time or pick up after your pick up time there is an addition charge of **\$9.75** per hour. If your child is scheduled and you decide to bring your child in late a phone call must be made **by 9am**. In the event a phone call is not made to the center by 9am informing us of your child's absence a vacation day or make-up day **MAY NOT** be applied. Please note that a full day is considered 4 hours up to 10 hours per day and is calculated based off the schedule you provided. Meaning if your schedule is 7-5 and you decided to drop off at 8am your pick up time must still be 5pm unless prior approval was given. This is done to ensure that all state ratios are met at all times.

Withdrawal

If you desire to withdrawal your child for any reason you must give a two week written notice. If a notice is not given as described, you will be charged for two weeks of fees, based on your current enrollment (full or part time). The security deposit will be put towards part of your payment. If your child stops attending without notice you will be responsible for the tuition payment. Your child will be dropped after 1 week of no show, no call.

Discharge Policy

Your child may be discharged if:

- A problem continues which negatively affects other children in attendance at Diapers 2 Diplomas Children’s Learning Center, such as threats directed towards children, staff or self.
- There has been no payment for the previous week
- Failure to meet Diapers 2 Diplomas policies

Tuition Rates: Tuition statements are available in your child’s cubby on Tuesday and payment is due by Friday by noon for the following week. A \$25 late fee will be applied for any payment not received.

(A full day is considered 4 hrs up to 10 hours each day. Any hours over 10 per day will be charged a rate of \$9.75 per hour)

<u>Age Groups</u>	<u>3 days</u> (up to 30 hrs)	<u>4 days</u> (Up to 40 hrs)	<u>5 days</u> (Up to 50 hr)
<u>Infants/ Young Toddlers</u> (6wks-30 months) 1:4 ratio	\$225	\$235	\$240
<u>Older Toddlers</u> (30 months- 36 months) 1:8 ratio	\$215	\$225	\$230
<u>3 Year Olds</u> (1:10 ratio)	\$185	\$190	\$195
<u>4 Year Olds</u> (1:12 ratio)	\$175	\$180	\$185
<u>School Age</u> (1:18 ratio)	\$145	\$155	\$165
<u>Half Day PK Program</u> (8am-12pm)	\$95	\$105	\$115
<u>Half Day Tod Program</u> (8am-12pm)			
<u>Young Toddlers</u>	\$110	\$115	\$125
<u>Older Toddlers</u>	\$100	\$110	\$125

PK Program Potty Training: In the event your 3 or 4 year old is NOT potty trained you will be charged the Older Toddler Rate until they are able to wear regular underwear and with an occasional accident.

Vacation/ Sick Days: The vacation/ sick day schedule below does not apply to children who are enrolled in ONLY the half day programs. If your child is enrolled in the half day program ONLY your vacation/ sick days are different. The following vacation/sick time is based on the amount of days you enrolled at the time of enrollment. If you change your enrollment status throughout the year to include more days you will need to also increase your security deposit. For example if you register for 3 days and need to up your days to 5 you will need to pay the difference in your security deposit. Please note that a written notice must be given at least one week prior to the vacation. Vacation days do not carry over from year to year and are based on when you enrolled. For example, if you enrolled in April your year would be considered April to April. If you would like to use one of your days as a sick day please provide the request in writing and place it in the tuition box with your payment. Please refer to the tuition payment rates when adjusting payments. *Please also note that in the event that a written notice is not given you will be responsible for paying the weekly cost.*

The center is closed on Memory Day, Independence Day, Labor Day, Good Friday, Thanksgiving, the day after Thanksgiving and the week between Christmas and New Years. You will NOT be expected to pay for the week of December that we are closed. Please note that the center may close during the year in order to provide professional development for the teachers. Prior notification will be given in order to make accommodations. The chart below is for one calendar year.

<i>Days enrolled</i>	3 days	4 days	5 days
<i>Vacation</i>	6 days	8 day	10 days

If your child is enrolled for only the **half day preschool program** and your child is absent you will still be responsible for your child's full tuition amount. You will have an opportunity to "make-up" the absence. Children enrolled in the half day program 3 days a week will be allowed 6 make up days per year. Children enrolled in the half day program 4 days a week will be allowed 8 make up days. Children enrolled 5 days a week in the half day program will be allowed 10 make up days per year. A vacation year is based on the date of your enrollment not the calendar year. Please note that you will have 1 week to make-up your day. Please note that prior notification for make-up days must be given and you will only have 1 week to make up your missed day.

*Please note that if your child comes to school and has to leave early due to an illness a vacation day/ sick day or make-up day **IS NOT** allowed regardless of the number of hours your child attended that day.*

*Please note that teachers **ARE NOT** allowed to care for children enrolled at Diapers 2 Diplomas Children's Learning Center during regular business hours. All teacher have signed a non-*

compete form and may not care for any child enrolled at Diapers 2 Diplomas Children's Learning Center during regular business hours for 6 months after their resignation.

Vacation Days for Families Receiving DHS:

A one week written notice must be given in order to use vacation days (see chart above). The state regulations are very strict when it comes to billing. The only exception to this rule is if your child is absent due to an illness documented by a physician. In order to adjust any tuition, a doctor's note must be present stating the illness and date of the illness.

Child Accident Form

Our staff takes every effort to ensure the safety of your child. Unfortunately, accidents do occur. In event that this does occur, an accident form will be filled out by Diapers 2 Diplomas staff for every detected injury that occurs. A copy with your signature will be retained for your child's file. A child coming into Diapers 2 Diplomas with injuries may require an accident form, so that both the parent and Diapers 2 Diplomas Children's Learning Center's staff are aware that it did not occur at the Center.

In the case of a medical emergency (burning, broken or injured body part, head injury, choking), or dental emergency the parent of the child will be notified by phone. An Ouch Report will also be completed and given to the parent of the child.

Illness

We strive to prevent the spread of illness, and your cooperation with our policies will be of great help. If **you or your child** has any of the following they should remain at home:

- A fever of 100 or greater before child care, accompanied by behavior changes or other signs or symptoms of illness-until medical evaluation indicates inclusion in the Center
- Symptoms or signs of possible severe illness, such as; uncontrolled coughing, irritability, persistent crying, unusual lethargy, wheezing, or other unusual signs
- Strep throat until 24 hours after an antibiotic started/ respiratory illness
- Diarrhea; runny, watery, or bloody stools within the last 12 hours
- Vomiting 2 or more times in the last 24 hours
- Rash with fever or behavior change
- Scabies or other infestations
- Impetigo 24 hours after treatment has begun
- Chicken pox 5-7 days after blisters appear
- Pertussis, mumps, rubella, shingles, herpetic gingivostomatitis
- I hepatitis A- until 1 week after onset

- Sore throat with fever or mouth sores with drooling
- Eye discharge (white or yellow) or pink eye; until 24 hours after starting treatment; if treatment is not sought then when the discharge clears

Your child may return when:

1. When the above suggestions are met
2. They are fever or symptom free for at least 24 hours before returning to daycare
3. They have been treated by a doctor or a doctor permits them to return to the Center.

**If your child becomes ill while at the center, then you will be called to pick up your child within 2 hours.
**Exposure to communicable diseases and any infectious illness should be reported promptly to the center, so our staff can look for any early symptoms. The center will notify parents when a child has been exposed to an infectious disease.

Medication Policy

Medication prescribed or ordered by a physician or dentist will be administered during the time the child is at the center. Parents will need to give written authorization and instructions by filling out a Medication Permission Form. This form needs to be filled out before the child will be given any medication at the center. All medications brought to the center should be in its original container. They need to be properly labeled

- with the child's name
- medication name
- and amount to be administered. Over the counter medication will be given according to the instructions on the label. Over the counter medication can only be given 5 consecutive days at the Center.

Authorizing Individuals to pick up your Child

On the enrollment form, you will find a line asking for the names of the individuals who are authorized to pick up your child. You may authorize as many individuals as you wish in writing on your form. We will not allow your child to leave with an unauthorized person; this is for the safety and protection of your child. We will check the ID of the person listed to pick up your child. Please remember to keep this form updated with your current phone number and address changes. Please note that verbal permission is not allowed.

Arriving and Leaving the Center

It is required that all children be escorted inside the center and that the arrival time is recorded on the attendance sheet. When picking up your child please be sure to sign your child out on the attendance sheet.

Emergency Plans

***Emergency plans for fires and tornados are posted by each exit door in each classroom and are practiced monthly, so that your child is familiar with the drill and not alarmed in case of a real emergency.

***In the event of a natural disaster or a manmade disaster such as a gas leak or flooding the children will evacuate the building. We will meet in the front of the building and will be transferred to the Clinton Township Fire Department where parents will be notified. In the event of a disaster like this parents will need to make arrangements to have your child picked up from the fire station.

***In the event that the center loses power or experiences a power outage the center will notify the parents at which time arrangements must be made to pick your child up. The center will notify parents after 30 minutes of no power.

***Other plans such as intruder and intoxicated parent, are practiced routinely and/or they are gone over by staff. This prepares them in case the need should arise.

Clothing

Please dress your child according to the weather with appropriate hats, mittens, and coats during the winter months. Mark all items with your child's name. Be sure your child has indoor shoes to wear. This helps keep our center clean!

Dress your child in appropriate clothing so that they feel free to participate in all activities. We are not responsible for damaged clothing.

Meals

Menus will be posted in each of the classrooms. All meals served at the Center meet the nutritional guidelines set by the Department of Human Services. This means we follow specific requirements for the kinds of foods served and the way they are served. A morning snack, lunch, and afternoon snack are prepared by Diapers 2 Diplomas' staff.

Arrangements can be made to bring in food for children with special dietary needs established by the physician.

Birthday, holiday treats, or special treats are permitted. Please check with your child's teacher so you know how much to bring and what is an acceptable treat.

Family Involvement

There will be a monthly newsletter that can be located in your child's cubby. It will include information about upcoming events and information about activities. It may also include messages or requests for families.

Informal parent participation in the center is always welcome. Parents are invited to visit the center at any time. On some occasions, such as field trips, parent's help may be requested.

Volunteers

Diapers 2 Diplomas encourages volunteers! Volunteers are important and can often serve as a mentor in your child's life. All volunteers are required to have a criminal records check.

On occasion there may be students who are in need of training for required courses. These students will be doing extras for your child, such as reading stories, art activities, and helping with your child's development. We welcome parents and grandparents to observe at any time. They may even share an interest with the children such as a hobby or a book.

What to Expect in the Classrooms:

Your child's development is important to us. We want to work with parents to make this the best experience your child can have. Resources are available to parents to help with promoting healthy development or child-rearing. Feel free to discuss any topic of concern with your child's teacher, we are here to help. Parent/teacher conferences are offered as requested.

Written curriculum plans are posted, as well as daily schedules in each room. Ask your child's teacher for further details. Our curriculum plans are based on developmentally appropriate practices and individual learning styles and needs.

Our daily schedule provides a balance of quiet and active, indoor and outdoor activities and child and adult initiated activities, as well as promoting gross and fine motor skills. Our planned activities take into account the development of the children.

Infant Room/ Mobile Infants/ Young Toddlers (6 weeks to 29 months)

We are committed to you as your child's most important person, and we value your daily input. We welcome and encourage your visits at anytime.

In our infant room our emphasis is on the individual needs of each infant. We provide the utmost security, love and nurturance for the little ones in our care. Planned activities provide ample opportunities for exploration of a stimulating and safe environment. All of our materials are selected to provide a variety of natural learning experiences for your infant through manipulation

and sensory awareness. Language development is emphasized with planned and spontaneous opportunities for communication between the staff and the children.

The center will keep a written record of each child's activities during the day in each of the following areas:

- the amount of time the infant has slept
- the diaper changing and any irregularities in the child's bowel movement
- the achievement towards any developmental milestones.

Biting is common among young children and occasionally it happens while the child is at the Center. It can occur for the following reasons; teething, cause and effect, attention, imitation, stress, frustration, and independence. We know that it can be very uncomfortable for both parties that are involved.

When a child bites we will do our best to properly treat it. An incident form will be filled out for the biter and an accident form will be filled out for the injured. The biter may also help comfort the injured, by holding the ice pack on the bite mark. This often teaches the biter that biting hurts and is unacceptable behavior.

To prevent the spread of illness, all toys in the Infant Room are disinfected after each use. This is in accordance with state guidelines.

Families are to furnish the following items for their infant:

- infant formula already prepared in bottles, baby food, and juice
- disposable diapers, wipes, lotion
- blanket, crib sheet
- Pacifier (if needed)
- and a change of clothing. Please be sure to label your child's belongings.

SIDS Policy:

Please dress your infant in warmer clothes for sleeping. No blankets will be used in the child's bed. No toys, pillows or boppy's are allowed in cribs. Your infant will always be put to sleep on their back. No infant will be placed in a car seat, boppy, or bouncy seat to sleep.

Toddler Room/TOD 2(30 months to 36 months)

We provide a relaxed and loving atmosphere for our toddlers and children who are not quite potty trained. Our consistent daily routine will help these young children become familiar with their surroundings. Our day consists of large group time where we do songs and other learning activities. We also have small group time. During small group the children are divided into two groups in order to promote more one on one learning. Activities will be done to promote growth

of their fine and large motor skills. There are opportunities for your child to learn to count, identify colors, identify shapes, work with puzzles, play with blocks, string beads, play with play dough, paint and color throughout the entire day.

We have time for music, finger plays, dancing, flannel board stories, and other games too. We have a time to stretch our muscles either inside or outside with large motor activities. Naps are also part of the toddlers' day.

When signs of toilet learning are shown, we will provide patient guidance using appropriately sized facilities to help establish proper toileting habits.

Children 18 months and older will have their own cot for naptime. The sheets are laundered each week.

Families are asked to furnish the following item for their toddler:

- sheet and blanket
- Diapers and wipes (if needed)
- Extra set of clothing Please be sure to label your child's belongings.

Three (PK 1) and Four (PK 2) Year Old Room

At Diapers 2 Diplomas we strive to provide your child with the best possible learning environment. These children also thrive for routine in their classroom setting. So their day consists of music, small and large motor activities, calendar time and also learning centers. At this age these children learn by doing. New skills are being developed every day.

Lots of children at this age are very energetic and active. That's why large motor activities inside or outside are an important part of their day. Naps are also included in their schedule.

Your child's needs will be met by providing a daily schedule, which includes established routines, yet flexible enough to encourage spontaneity and take advantage of any new learning experiences.

Families are asked to provide a blanket and extra set of clothing for your 3, 4 or 5 year old.

School Age Program

Diapers 2 Diplomas Children's Learning Center provides a special program for school-age children. Activities are planned around the special interests of the children involved, such as, arts and crafts, board games, and sports.

Before and after school care will be provided as well as full day care when school is not in session-- or on in-service days, winter and spring breaks and holidays that the center is open.

We request that the children observe the same rules as during school and use courteous manners at all times.

Toys

Please do NOT send toys from home as they may get lost or broken. Books and CD's/tapes that a child wishes to share with the class should be marked with the child's name and given to the teacher. If your child's class has a "sharing day" you will be notified. Toy guns and weapons are not allowed at Diapers 2 Diplomas at any time.

Field Trip Policy

Diapers 2 Diplomas believes that field trips are an important part of the program. However, field trips assume a great deal of responsibility for paid staff using their own vehicles. Due to this, field trips will be limited, unless alternative transportation can be used. Families will be notified in advance of where, when, and any additional cost.

Diapers 2 Diplomas will provide a program of guest speakers, special activities being brought to our program, along with occasional walks to nearby areas as a substitution for limited field trips. If a field trip is going to be part of the program the following procedure will be followed.

- All children will be placed in a seatbelt and will not be seated in the front seat of the vehicle
- Parent authorization must be obtained

Mandatory Child Abuse Reporting

Diapers 2 Diplomas Children's Learning Center are mandatory reporters of child abuse and must report it immediately to the Department of Human Services when in the course of working with a child, the employee has the reason to believe that the child has suffered a non-accidental injury as a result of abuse or willful neglect.

Discipline Policy

At Diapers 2 Diplomas Children's Learning Center the purpose of discipline is to help children develop self control and to become responsible for their own behavior. Knowing what behavior is appropriate or acceptable in a situation is an important skill. We are committed to helping children learn to express feelings appropriately, to consider other people's feelings and to negotiate their own conflicts. We use non-punitive methods of discipline, which are directly related to the child's behavior and encourage the child's participation. We ask the child to think about the problematic behavior and to find ways to remedy the situation. Teachers like to work closely with parents to understand each child and to determine which methods work best for that child, thus, teamwork with parents is very important.

Challenging behavior is addressed first through teacher observations. It is important to identify events, activities, interactions, and other contextual factors that predict and may contribute to the child's use of challenging behavior. After the function of the child's behavior is assessed, positive and supportive strategies are then put into effect. If a child exhibits continually challenging, disruptive and/or unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor, parent, and/or other professionals to develop an individualized action plan that supports the child's inclusion and success. All reasonable attempts will be made to work with the child and the family to resolve the behavior problem. Staff will keep parents informed of the progress made.

If a parent refuses to work with the staff in resolving the problem and/or the behavior problem persists resulting in a chronic situation requiring greater need for care than the Diapers 2 Diplomas teachers can provide, then the child's enrollment is subject to termination.

Discipline must be:

- (1) Individualized and consistent for each child;*
 - (2) Appropriate to the child's level of understanding*
 - (3) Directed toward teaching the child acceptable behavior and self-control.*
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:*
- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;*
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;*
 - (3) Redirecting behavior using positive statements; and*
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. There must be no harsh, cruel, or unusual treatment of any child.*

The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;*
- (2) Punishment associated with food, naps, or toilet training;*
- (3) Pinching, shaking, or biting a child;*
- (4) Hitting a child with a hand or instrument;*
- (5) Putting anything in or on a child's mouth;*
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;*
- (7) Subjecting a child to harsh, abusive, or profane language;*
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed*



Diapers 2 Diplomas

Children's Learning Center

PEST MANAGEMENT PLAN:

The goal of the pest control is to provide a safe and healthy environment for the children. To achieve this goal we have a company come out and manage our property. Integrated Pest Management (IPM) is an approach used to control insects, rodents, and weeds at the center. The IPM approach we use will be focusing on making the building and grounds an unfavorable place for best to live and breed.

From time to time it may be necessary to use chemicals to control pest management. Chemical will only be used when necessary and will not be routinely applied. The IPM Coordinator will be in accordance to ACT 451, Part 83.

Records will be kept when the center is inspected/treated. The center shall notify parents/guardians prior to the application being done.

In accordance with the Natural Resource and Environmental Protection Act 451, Part 83, reentry to a pesticide treated area may not occur less than 4 hours after application unless product label requires a longer wait time. Outdoor and turf application of liquid spray may not be made within 100 feet of a center when occupied.

The IPM coordinator shall ensure that pesticide applicators follow all state regulations, including licensing requirements, applicator certification or registration, and IPM training.



Diapers 2 Diplomas

Children's Learning Center

I was notified that specific pesticide application will be made at the center on certain occasions throughout the year.

Name of Parent/
Guardian: _____

Name of Child:



Diapers 2 Diplomas

Children's Learning Center

Picture and Video Release Form

On occasion Diapers 2 Diplomas Children's Learning Center would like to use "live" footage and or pictures for our website. Please select the box below to indicate whether you give your consent or not. Please note that ALL video/pictures will be used for our website (d2dclc.com).

_____: Yes, I, _____, give permission for Diapers 2 Diplomas to use my child's photo for the website.

_____: No, I, _____, do not want my child's photo used for the website.

Child's Name (Print): _____ Date: _____
Parent's Name (Print): _____



Diapers 2 Diplomas

Children's Learning Center

I have read and understand the policies and procedures outlined in the Diapers 2 Diplomas Children's Learning Center Parent Handbook.

The start date for your child care services will be: _____.

I understand that a two weeks written notice is needed to end my child care services.

I understand that the center closes at 6:30pm and I will be responsible for paying the late payment if my child is not picked up by 6:30pm.

Parent/Guardian Signature

Date



Diapers 2 Diplomas

Children's Learning Center

Parent Notification of Licensing Notebook Requirements:

All child care centers must maintain a licensing notebook that includes reports from the State of Michigan.

Parents are free to see this notebook during business hours.

I have read and understand the above statement prepared by Diapers 2 Diplomas CLC

Parent's Name: _____

Child's Name: _____

Date: _____