



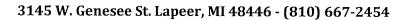
Wee Kids Child Development II Parent Checklist

Please remember, you must have ALL paperwork complete and turned in, along with registration fee in order to be enrolled in the program.

Included in this packet
Childcare Registration Form
Payschools Instructions
Child Information Card
All Purpose Permission Form (Peach)
Parent Notification of Licensing Notebook
Documents Parent Provides:
Child's Birth Certificate
Immunization Record
Health Appraisal (included in packet)
Available upon request. Can be found on our website at www.lapeerschools.org .
Parent Handbook
Early Childhood Curriculum Guide

Kids & Company

Located at: Rolland Warner Middle School





LCS Ch Please return this packet with a n		Registration Form	O per family for current
		lies: Annual fee (August- Ju	
Today's Date/	School Child Attends:	Site Child Atto	ends:
Child's Name:Address:	Date o	of Birth/	Grade Zip
Home/ Cell Phone: ()			
Name of Mother/Guardian: Name of Father/Guardian:		Work phone (Work phone (
Schedule Information: Annual registration is require Wee-Kids are open Mon-Frida Elementary School Sites are o Summer Camp has a separate	ay 6:30am-6:00pm. open 6:30am until school be e registration.	gins and after school until 6:0	
Attending Kids & Company on the Tentative Schedule: Please circle A Mon: AM/PM/BOTH Tues: AM	M, PM or BOTH.		
According to the Michigan Department before/after school program must sign program activities unless otherwise specifications.	n a statement verifying that		
This is to verify that to the best of my kno I will inform the child care supervisor of a	owledge my child ny accidents, illness, health res	is in good h	ealth. s my child is taking.
Parent/Guardian Signature:		Date:	
Please indicate any health concern	s or special needs that you	feel our child's supervisor sh	ould be aware of:
Office Use Only: Amount PaidPaymers Regularly Scheduled LCS Employee: Yes [Placement	
Office Co	opy Bus Copy	Site Copy	

PaySchools Central

Parent User Guide

3.18.2020

Registration

Create User

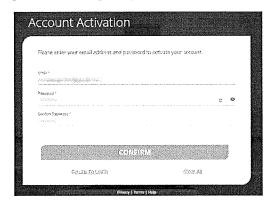
To set up an account, go to
 www.payschoolscentral.com and click
 REGISTER.



- 2) Fill out all fields marked with an asterisk. We strongly suggest adding a mobile number as it will help you reset your password via text if you ever have trouble logging in.
- 3) Review the <u>User Agreement</u> and check the box before clicking
- 4) Click RETURN TO LOGIN in the pop-up window and check your email inbox for a confirmation email.
- 5) You MUST click the link in the email in order to continue. This link is ONLY VALID FOR 30 MINUTES. If you do not activate the link within 30 minutes,

please return to www.payschoolscentral.com and click I

- forgot my password to request a new email.
- 7) Create and confirm your password in the Account Activation screen after clicking the link in the email. You can view the password complexity rules by clicking ?



Secure Account

- Fill out your 3 security questions and answers after setting up your password. Answers must be at least two characters long.
- 2) Click

 Geome to continue.

Add Student and\or Staff

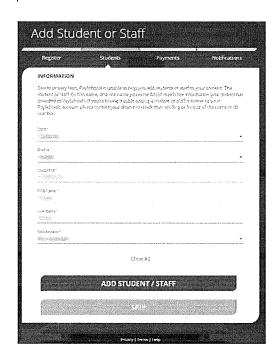
1) You have the option to

SKIP

this step and add your students/staff later
via the Dashboard.

2) Add your student(s) and staff by filling in all the required fields and clicking

ADD STUDENT / STAFF



- 3) Once students and staff are added, they will appear at the top of the page where you can remove and manage your students/staff.
- 4) Click

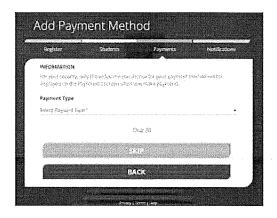
 CONTINUE

 once you've added all of your students and/or staff.
- 5) A summary screen will display all students and staff who've been added. A green circle in a student/patron's card indicates they're active. A red circle indicates they're inactive. If your student or staff is showing up as inactive, please contact your school for assistance.

Add Payment Methods



1) Choose the payment type. Please note school districts choose which payment methods are accepted.



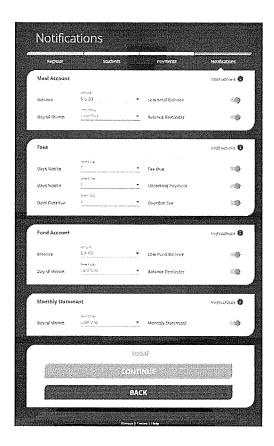
- 2) Enter in the payment method information, including the payment type, nick name, and card number or routing/account numbers. The "Nickname" field is simply a name you can give your payment method. For example: Jane's Visa CC.
- Please read the Terms and Conditions for each payment method and check the box to agree. Click

to add your payment method.

4) You can store multiple payment methods in your account, including credit/debit cards and ACH. To add another payment method, select another payment type from the drop-down menu and follow steps starting on the Add Payment Methods section of this guide. You can also add more payment methods later by going to the Menu and clicking the Payment Methods option.

Email Notifications

 To turn on any of the notifications, simply click the on/off toggle. An orange toggle indicates the notifications are on.



- 2) There are instructions for each section to give you more information about each type of notification. Click Instructions to see the notification descriptions.
- 3) To save your notification settings, click

Meal and Fee Payments

1) To make a one-time lunch payment, go to the Dashboard and click the

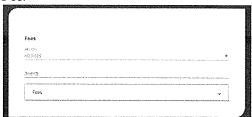


right of your student's name. To make a fee payment, scroll down to the Fees card and click the next to the fee you wish to pay.

Meal:



Fee:

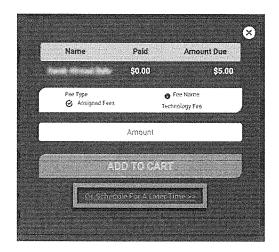


2) Enter the amount you wish to add to the lunch account or how much you'd like to pay towards your fee (if partial payments are allowed) and click



3) You will now see a blue circle in the upper right-hand corner of your screen where your cart is. The blue circle indicates there are items in your cart and the number indicates the amount of items.

 If you would like to schedule your fee payment for a later date, click Or, Schedule For A Later Time ≥≥.

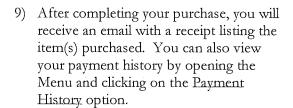


- 5) To check out, click on the white shopping cart in the upper right-hand corner of the Dashboard screen.
- 6) Review and update the items in your cart and make any necessary changes.
- 7) Select your payment method and click



8) Check the box in the <u>Totals</u> pop-up window to agree to the terms and conditions and click

MAKE PAYMENT

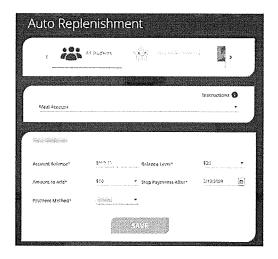


Auto-Replenishment

1) To set up auto-replenish, click the Auto-Replenishment option in the Menu. You can also access Auto-Replenishment by clicking in the Meal card.



2) You will see your list of students and can either select a single name to set up unique auto-replenish settings or you can select All Students to apply the same settings to everyone in your account.



3) Once you've selected your student(s), enter in the required fields and click



- 4) Read the Terms and Conditions and agree by putting a check mark in the box and clicking SAVE
- 5) An orange toggle will appear, which indicates auto-replenishment is on.
- 6) Once your auto-replenish settings have been saved, you will see a status icon next to the <u>Turn Off</u> switch. Hover over the icon to see the auto-replenish status.

Status indicates the balance level has been met and your account will be replenished that day.

Status indicates the balance level has not yet been met and autoreplenishment has not kicked off.

7) To turn off auto-replenish, simply click the orange toggle.

Reset Your Password

 If you cannot log into PaySchools Central, or if you would like to change your password, click I forgot my password on the login screen and follow the steps to reset your password.



2) Enter in the email address associated with your account where indicated and click





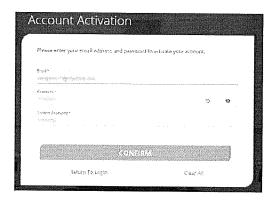
Email

- 1) The MAIL ME option will send you an email with a reset password link. Click the link and follow the instructions to reset your password when you reach the Account Activation page.
- 2) Click

 CONFIRM

 submit your changes.





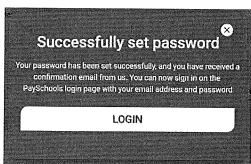
Text

1) The option will send you a text verification code, which you'll need to enter on the following page:



2) For either the email or text/call option, click

to submit your changes. You will see the following pop-up, which indicates you successfully created a new password.





CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing Bureau

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 Ad	mission:	Dafe o	f Dischar	je	-7	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	J. 1000.		
Name of Child ((Last, First, Middle Ini	tial)							Child	's Date of Birth	
Address (Number and Street, Building/Apartment Number)			City			State	Zip C	ode			
Parent/Legal Guardian's Name Primary Phone		Parent	Parent/Legal Guardian's Name (Optiona			Prima	ary Phone				
Home Address	(if not child's address	,)	2 nd P	2 nd Phone (if applicable)		Home Address (if not child's address)			2 nd Phone (if applicable)		
City		State	Zip C	Code	City		State		Zip C	ode	
Email Address ((optional)	<u> </u>			Email	Address (optional)				
Employer Name	3		Work (Phone	Emplo	yer Name)		Work (Phone	
Name of Child's	s Physician or Health	Clínic			Physic (ian's or H	lealth Clinic's Pho	ne Number	•		
Hospital Preferr	red for Emergency Tre	∋atment (d	optional)						***************************************		
Allergies, Special	al Needs and/or Spec	cial Instru	ctions? Ye	s □ No □ If yes,	explain:						
<u> </u>	7/2022) Previous editions 7	-18 & 4-21 n	nay be used		**	***************************************		0.00		See Reverse Side	
possible, include a	tact & Release of Child at least one person othe mber column can be left	er than the	parents/lega	al guardians to be c	ontacted	in an emer	er of preference, to gency and to whom	be contacted the child ca	in an en n be rele	nergency. If ased. The	
1.						()		()		
2.						()		()		
3.						()		(()		
Release of Child (Only: List all individuals, o	other than th	ne parents/le	egal guardlans, to wh	nom the ch	nild may be	released. (If more in	dividuals, atta	ch additio	onal sheets.)	
1.		()	2				(()		
3.		()	4.				(()		
Parent/Legal Gu	ardian initials:										
	permission to It for the above named m	inor child v	while in care	, licensed by the	ne Depart	ment of Lic	ensing and Regulat	ory Affairs to	secure e	mergency	
I certify that I ac	curately completed thi	is form an	d if anythir	ng changes, I will r	notify the	provider	bv updating this fo	orm.			
Signature of Pare		440			-		Date Sigr		· · · · · · · · · · · · · · · · · · ·		
Date Card Reviewed	Parent or Legal Guardian Initials	Date C Review		Parent or Legal Guardian Initials	Date Card Parent or Legal Reviewed Guardian Initials				Card ewed	Parent or Legal Guardian Initials	
	LAR	A is an equ	al opportur	nity employer/progra	ım.			COMPLE	ETION: R	I '3 PA 116 equired /lolation Citation.	

ALL PURPOSE PERMISSION FORM All Kids and Company Programs

Please initial next to each statement you give permission for and sign the bottom.

I grant permission for my		to partici ogram activities include	pate in the program activities ::
1. Walking field trips	on school property		
	videotaping my child ifts or scrapbook).	for in-school use only f	or promotional and personal
3. Photographing my events. (No name		wspaper or marketing	to promote Kids and Company
	my child on the Kids a y. (No names are ever		es for promotional use by
5. Watching PG rated	d Children Movies, dui	ing Kids and Company	hours.
6. Going with staff to	a restroom for toilet	training.	
	ommunity Schools bus ys be notified in advar	s or GLTA for any field nce of any field trip)	trip.
		n and chap stick to my al needs regarding sun	child as needed (parent to screen?
		r Schools bus or walk t Is to be evacuated. Thi	to evacuation site in the event s also includes drills.
school age progra 1997 edition of P	ams operating in a sch ublic Playground Safe Programs are exempt	nool building are exem	epartment of Human Services, pt from compliance of the Ilar inspections. Before and D0.5117 (7-9).
Handbook. I agı	ee to adhere to all Ki		e Kids and Company Parent es and I understand that rom the program.
	t Clanature	•	. Date
Parer	nt Signature		Date

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Licensing and Regulatory Affairs
Child Care Licensing Bureau

CENTER MUST CHECK ONE

years. The licensin	ps a licensing notebook containing a summary sheet, all licensing cial investigations, and related corrective action plans for the last go notebook is available to parents/guardians during regular business from at least the past three years are available authorishment.
☐ The center does from at least the las	not keep a licensing notebook, but internet is available onsite. Reports three years are available at www.michigan.gov/michildcare .
I have read the above	statement issued by Name of Child Care Center
	St. Strike Gale Golden
Child(ren)'s Name(s):	
Parent Name	
Parent Signature	Date
	LARA is an equal opportunity employer/program.

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 II 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.)

CHILD'S NAME (L	ast, First, Middle)							***************************************	D	ATE OF BIRTH (mm/d	ld/yy)		
ADDDEDO AL I	0 Ct 1)	(01)						(ZIP Cod	_	/	/		
ADDRESS (Numb	er & Street)	(City)	de) T	ODAY'S DATE (mm/da /	d/yy) /	,							
PARENT/GUARDI	AN (Last, First, Mid	dle)							H	OME TELEPHONE N	JMBE	R	
ADDRESS (Numb	er & Street)	(City)						(ZIP Cod	(- (-) VORK TELEPHONE N	IMD	:D	
MI							()	Olator	er (
		SECTI	ON	1 -	HE	EAL	.TH	HISTORY - Par	ent Com	pletes isia	ทร	4	Ha
Yes No Resolved					_								
		naving any of the problems listed				J3	\mathbf{H}	Birth History:					
		actions (for example, food, medic hma, or Wheezing	ano	n o	rot	ner	4		•				
		quent Skin Rashes					\dashv						
	Convulsions/S						-						_
	Heart Trouble	0124700					-						
	Diabetes	▼					-						
		s, Sore Throats, Earaches (4 or me	ore	per	ve	ar)	1	Are there any current	or past diagnos	sis(es) 🗆 Yes	ПΝ	lo	
		assing Urine or Bowel Movements			<u> </u>	<u> </u>	7	If yes, please describe					
	Shortness of E	The second secon											
0 0 0 10	Speech Proble	ems .					7		7				
00011	l Menstrual Prol	blems									· · · · · · · · · · · · · · · · · · ·		
0 0 0 12	2 Dental Probler	ns: Date of Last Exam /		/									
	ther (please des	cribe);					.						
							.						
							_						
		ike any medication(s) regularly?					┦▔	If yes, list medications): 	***************************************			
Reason for I	Medication						_ ՟	<u> </u>					
		, , , , , , , , , , , , , , , , , , ,					╁	Was the health history	rouldwad by a	hoolth avafanalay	-10		
	arent/Guardian	Signatura D	ate				-	☐ Yes ☐ No	_	neam profession Initials:	iai ?		
		ION II - PHYSICAL EXAMINA		ON	. IN	ISF	EC						=
								Start / Early Head Star	t Dr. (ompletes +:	Sigr	<u>15</u>	b
		Tes	ts a	and	T	т —	sure	ments			·	_	r
			-e	pg.	Care						-a	Referred	Care
원 원 Was chile	d tested for:	Test results:	Normal	Referred	Under C	윤	ş	Was child tested for:	Test results:		Por	Refer	Inde
VISION		Visual Adulty	T	Г				HEIGHT & WEIGHT	Helght		+		Γ
		Muscle Imbalance	Г	T					Weight		T		
Date:	1 1	Other:	Γ					Other:	Other		十一		
HEARING		Audiometer						HEMOGLOBIN / HEMATOCRIT		⇨			
		Other:			_			BLOOD PRESSURE	Reading:				
Date:	<u>//</u> s	Sugar	\vdash	-	-	-		TUBERCULIN	Type:		-		
	-	Albumin	\vdash	-	-	_		, , , , , , , , , , , , , , , , , , , ,	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	4			
□ □ □ Date:	11	Microscopic		┢┈	I^-	П		Date: / /	Neg.: 🛛 Pos.: 🖂	1 mm			
BLOOD LEA	AD LEVEL				.	NC	TE:	Blood lead level required for	r all children enro	iled in Medicald mus	st be	test	ed
اماه		Level ug/dl		ţ	⇒	at	one	and two years of age, or o sly tested. All children under	nce between the	ree and six vears of	fage	if r	tor
Date:	<u> 1 i</u>	<u> </u>				at	the s	ame intervals as listed above	ago oiv iivilig iii i	ngii-liok ateas stioui	น มะ	ເຮວເ	su
m	David Park		ina	lion	s an	d/o	r Ins	pections					<u>.</u>
ssential Findings	Deviating from Non	mal:											
									·				
· · · · · · · · · · · · · · · · · · ·		_ 3305/BRS-3305)					e 1 c	***	Exam Da		/ v. Ju		

Statements such as "L	P-TO-DATE" or "COMF		IMMUNIZATIONS oted. Admission to school may be denied	on the basis of this info	rmation.*
VACCINES (Circle Type) DATE ADMINISTERED MM/DD/YYYY .		VAGCINES (Circle Type)	DATE ADM	INISTERED D/YYYY	
Hepatitis B	1 3		Hepatitis A (HepA)	1	2
(HepB)	2		Indiana di III Ann	1	3
	1	4	Influenza (IIV/LAIV)	2	4
DTaP/DTP/DT/Td .	2	5	Meningococcai (MCV4 / MPSV4)	1	2
	3	6	Human Papillomavirus	1	3
Tdap	1		(HPV9/HPV4/HPV2)	2	
Haemophilus Influenzae	1	3		Type of Vaccine(s)	Date of Vaccine(s)
type b (HIB)	2	4	OTHER Vaccines	1	
Pollo	1	3	Specify Date & Type	2	
(IPV/OPV)	2	4		3	
Pneumococcal Conjugate	1	3	Indicate and attach physician diagnosis of		immunity as annlicable
(PCV7/PCV13)	2	4			
Rotavirus (RV1/RV5)	1	3	*NOTE: According to Public Act 368 of 1 the first time must be adequately	/ Immunized, vision tested	d and hearing tested
	2		Exemptions to these requirement	ts are granted for medica	I, religious and other
Measles, Mumps, Rubella (MMR)	1	2	objections, provided that the wai	iver forms are properly pr 's. Forms for these exemi	epared, signed and
Varicella (Chickenpox)	1	2	at your provider office for medica	I waiver forms and through	h your local health
History of Chickenpox Disease? Yes	☐ No If yes, date:		department for nonmedical waive Parent/Guardian refused immunizations:		
I certify that the immunization dates are tr			Tarana data dan Tarana da Manda Manda Manda da M		
•		-9 -			, ,
Health I	Professional's Signature	9	Title		Date
			•		
No Yes	. (Red		COMMENDATIONS d Head Start/Early Head Start)		
is there any defect of vision, hear	ing or other condition for w	nich the school could help b	y seating or other actions? If yes, please explain	:	
					10000
Should the child's activity be rest if yes, check and explain degree	ricted because of any physi	cal defect or illness?			
ir yes, check and explain degree	or restriction(s): Li Cita	isroom Li Playground Li	Gymnasium ☐ Swimming Pool ☐ Competit	ive Sports D Other	
Other Recommendations					
·			MARKET - 1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-		
The state of the s					
				-	
	SECTION V - DENT	TAL EXAMINATION	AND RECOMMENDATIONS (OPTIC	NAL)	
I have examined			a result of this examination, my recommendation		
chit	d's name	- 1- 1- 1 1	and on all of the state of the	The frequite it is	
			100 mm		
-					
	Dentist's Signature		· · · · · · · · · · · · · · · · · · ·	/ / Date	
		PHYSICIAN'	S SIGNATURE		
	*****	, ,			
Examiner's Signatu	e	Date	Examiner's Name (Print	or Type)	Degree or License
					I
Number & Street			MI	/	ŀ

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.