Enrollment Packet Instructions

Our teachers and staff are looking forward to meeting you and your child. This is an exciting time for your family and we are glad to be part of your child's educational journey! We are now ready to get your little Cardinals registered for preschool and the plan is as follows:

In order to complete your child(ren)'s student file, please fill out and return the following documents to our office:

- 1. Additional Child Information Questionnaire. This form gives us valuable information about your child that helps with teacher placement, medical needs and helpful information regarding eligibility and prioritization.
- 2. Health Appraisal- This is a state required form that must be turned in for all students. A three/four year old physical is due on or before the first day of school. This must be filled out by both the parent/guardian and your child's physician. Be sure to have the physician sign and date.
- 3. Concussion Awareness form This form also needs to be completed, signed and dated by one parent. We keep this form in your child's folder for record keeping of any head bumps. (You will be notified of any head bumps at school)
- 4. Three signed Licensing and acknowledgement documents for Child Care Centers.
- 5. Filled out Child Information Record

Once these documents are completed and signed, you will need to drop them off at the Cardinal's Nest ALONG WITH A COPY OF THE FOLLOWING DOCUMENTS:

- 1. Your child's birth certificate
- 2. Your driver's license or state issued ID
- 3. Updated immunization record.
- 4. Student's IEP (if applicable)
- 5. Custody documents (if applicable)
- 6. Medical forms (if applicable)

*If any of the required documentation is not provided, your child will be considered incomplete and their enrollment will be placed on hold.

DROP OFF INFORMATION: Return completed packet and the above required documents to the Cardinal's Nest, 1490 N. Oak Road, Davison Mi 48423. Monday-Friday between 9:00 AM and 3:00 PM. For security and confidentiality reasons, please ring the doorbell at the main entrance and we will meet you to collect your packet. **DO NOT LEAVE COMPLETED PACKETS IN THE BIN OUTSIDE!**

If you have questions, please call our office at 810-591-0821 or email the Cardinal's Nest Preschool Director Lindsey Tate at ltate@davisonschools.org

Cardinal's Nest Additional Child Information

1.	Child's full name: DOB:
2.	Does your child have a nickname they would like to be called at school?
3.	How did you hear about our program?
4.	By September 1st is your child: 3 years old or 4 years old is your child bathroom independent?
5.	Are you interested in the: ½ day A.M ½ day P.M. or Full day class? Are you interested in the: M/W/F T/TH or M-F schedule?
6.	Has your child attended a previous daycare or preschool? If so, where?
7.	Please list the biological parents listed on the birth certificate Mother: Father:
0	
ο.	Please list any step partanets, foster parents, legal guardians
9.	Are there any languages spoken in the home, other than English? If so, what language
10.	Are there any court ordered custody papers to be aware of?
11.	Who does the child live with?
12.	Primary contact information: Name: Phone number: Address: Email address:
13.	Do you live in the Davison school district? If out of district, which school district do you reside in?
14.	Does your child take any medication on a regular basis?
15.	Does your child have any diagnosed allergies including food allergies?
16.	Does your child receive Special Education services, have an IEP or IFSP? Do you have any concerns?
17.	Is there anything else you would like us to know about your child?

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.)

PER	ιS	ONAL												
CHILI	D'S	3 NAME (Last, First, Middle)								D	ATE OF BIRTH (mm/do	d/yy)		_
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ADDF	ADDRESS (Number & Street) (City)						—	(ZIP Cod	ie) TC	TODAY'S DATE (mm/dd/yy)			_	
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PARE	PARENT/GUARDIAN (Last, First, Middle)							<u>,</u>	H	OME TELEPHONE NU	MBI	ER		
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			naving any of the problems listed					_	Birth History:					
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			quent Skin Rashes					4						
		☐ 4 Convulsions/Se	eizures					_						
		☐ 5 Heart Trouble						_	<u> </u>					
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			assing Urine or Bowel Movements	;					If yes, please describe	<u>:</u>				
	_	□ □ 9 Shortness of B						_						
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		□ □ 11 Menstrual Prob						_			***************************************			_
		☐ 12 Dental Problem			/									
	ı	Other (please desc	cribe):					_					_	
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at one and two years of age, or once between three and six years of age if no previously tested. All children under age six living in high-risk areas should be tested.								nu ste						
	Date:/ at the same intervals as listed above.													
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	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 1 3		Hepatitis A (HepA)	1	2				
(HepB)		2		Indiana (IRZII ADA	1	3		
		1	4	Influenza (IIV/LAIV)	2	4		
DTaP/DTP/DT/Td		2	5	Meningococcal (MCV4 / MPSV4)	1	2		
		3	6	Human Papillomavirus	1	3		
	Tđạp	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			
	Polio	1	3	Specify Date & Type	2			
	(IPV/OPV)	2	4		3			
	Pneumococcal Conjugate	1	3	Indicate and attach physician diagnosis (or laboratory evidence of	immunity as applicable		
L	(PCV7/PCV13)	2	4	*NOTE: According to Public Act 368 of 1	978, any child enrolling in	a Michigan school for		
	Rotavirus (RV1/RV5)	1	3	the first time must be adequately	/ immunized, vision teste	d and hearing tested.		
		2		Exemptions to these requiremen objections, provided that the wa				
М	easles,Mumps, Rubella (MMR)	1	2	delivered to school administrato	rs. Forms for these exem	ptions are available		
	Varicella (Chickenpox)	1	2	at your provider office for medical department for nonmedical waive		gh your local health		
His	tory of Chickenpox Disease? Yes	☐ No If yes, date:		Parent/Guardian refused immunizations:				
l ce	rtify that the immunization dates are tr	ue to the best of my knowl	edge					
						/ /		
	Health	Professional's Signatu	re	Title		Date		
			SECTION IV - RE	COMMENDATIONS				
운	<u>\$</u>	(R)	equired for Child Care an	d Head Start/Early Head Start)				
	Is there any defect of vision, hear	ring or other condition for t	which the school could help t	by sealing or other actions? If yes, please explain	n:			
	Should the child's activity be resi	tricted because of any obv	sical defect or illness?					
	If yes, check and explain degree			Gymnasium ☐ Swimming Pool ☐ Competi	itive Sports Other			
					20 11 1 2 2 11 11 2 2 11 11 11 11 11 11 11			
Oth	er Recommendations							
J(1)	or + recommitted and the							
		SECTION V - DEN	ITAL EXAMINATION	AND RECOMMENDATIONS (OPTIC	ONAL			
Ihav	e examinedch	ild's name	's teeth, A	s a result of this examination, my recommendation	on for treatment is:			
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	Dentist's Signature / / / Date							
	this are a second to the secon	· ·	PHYSICIAN	'S SIGNATURE		***************************************		
			11110101711	ar array or 17 W1 18s				
-	Examiner's Signature Date Examiner's Name (Print or Type) Degree or License							
-	Number & Stree	ıt		City MI —	P 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.



Where Kids Come First and Futures Begin

AVISON COMMUNITY SCHOOLS

Administrative Offices 1490 N. Oak Road Davison, MI 48423

August 2023

Matthew Lobban

Superintendent (810) 591-0801

Amy Chorley **Executive Director** Student Services (810) 591-0913

Christine Kuzinski Director Human Resources & Operations (810) 591-0808

Dr. Angela Hards Director Curriculum & Grants (810) 591-0445

Michelle Edwards Director Public Information. Community Outreach & Culture/School Safety Liaison (810) 591-0852

Ioshua Evans Director **Business Services** (810) 591-0803

Dana Melaragni Director Special Education (810) 591-0913

www.davisonschools.ora

Dear Parents or Guardians:

Michigan law requires all school districts and sports-related organizations to provide educational materials about concussion awareness and the risks of concussions to each student. The law also requires parents or guardians to sign a form acknowledging that they have received Concussion Awareness information from the school district. This signed form must be kept on file with the district until the student turns 18.

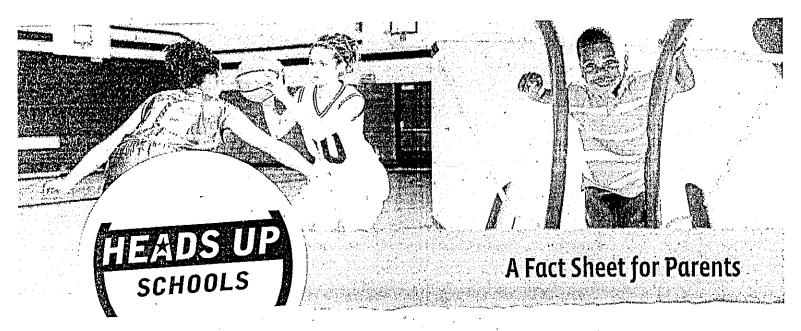
Attached to this letter, please find educational material about concussion awareness and a Concussion Awareness Educational Material Acknowledgement Form. Please take a few minutes to read and sign the attached materials so that they may be returned to school and placed in your child's file in order to comply with the law.

Concussions are a very serious brain injury caused by a blow, bump or jolt to the head. According to the Centers for Disease Control, U.S. emergency rooms annually treat an estimated 173,285 sports and recreation-related concussions among children and adolescents, with the highest number of injuries occurring in boys' football and girls' soccer.

For more information about concussions or the Concussion Awareness law, please contact your child's building principal, school nurse, Kaylie Edgar at (810) 591-2700, ext. 2761 or (810) 241-0271 or my office at (810) 591-0913. The Michigan Department of Community Health has also launched a very helpful website with resources for coaches, parents and athletes at www.michigan.gov/sportsconcussions.

Sincerely,

Executive Director of Student Services



What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports one or more of the symptoms of concussion listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

SIGNS AND SYMPTOMS OF A CONCUSSION

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events prior to the hit, bump, or fail
- Can't recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

SYMPTOMS REPORTED BY YOUR CHILD OR TEEN

Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*:

- Drowsy
- Sleeps less than usual
- Sleeps more than usual
- Has trouble falling asleep

*Only ask about sleep symptoms if the injury occurred on a prior day.

To download this fact sheet in Spanish, please visit: www.cdc.gov/Concussion. Para obtener una copia electrónica de esta hoja de información en español, por favor visite: www.cdc.gov/Concussion.





CONCUSSION AWARENESS EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by Davison Community Schools.

Stude	nt Name Printed	Parent or Guardian Name Printed					
Stude	nt Name Signature	Parent or Guardian Name Signature					
Date		Date					
for the dur	ration of participation or age 18.	your student attends. The district will keep this form on file the educational materials available for future reference.					
	Parent Notification	Record of Incident at School					
Date:	Notification made to:	Notification made by:					
Date:	Notification made to:	Notification made by:					
Date:	Notification made to:	Notification made by:					
Date:	Notification made to:	Notification made by:					

Parent Notification of Licensing Notebook

Child Care Licensing Bureau

CENTER MUST CHECK ONE									
The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, 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 .									
	-	ebook, but internet is available onsite. Reporable at www.michigan.gov/michildcare.	rts						
I have read the above	statement issued by	Davison Cardinal's Nest							
		Name of Child Care Center							
Child(ren)'s Name(s):									
Parent Name									
Parent Signature ————									

ACKNOWLEDGEMENT OF PARENT HANDBOOK CARDINAL'S NEST PRESCHOOL PROGRAM (R.400.8146)

This parent handbook outlines the policies and procedures of the Cardinal's Nest Preschool Program as required by (R.400.8146) licensing. An understanding of and adherence to the policies and procedures will ensure positive parent-school relations and that the children's needs are adequately met. To ensure that your child's needs are adequately met, children enrolled in the Great Start Readiness Program will be screened by the Ages and Stages (ASQ), and the program will be assessed using the Preschool Quality Assessment (PQA) twice a year. The child outcome data from the Teaching Strategies Gold (TSG) will be assessed three times a year. Therefore, the preschool requires that all parents and/or guardians of children enrolled in Cardinal's Nest Preschool Programs read, sign, and return to the teacher the statement that follows:

- · Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the preschool 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 preschool's licensing notebook.
 - The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
 - o The licensing notebook is available to parents during regular business hours.
 - o 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.

I certify that I have received all of the above items.

Parent/Guardian Signature:	Date:	

Cardinal's Nest Preschool Program Policies

To avoid misunderstandings regarding our policies, we ask that you read the following information and then sign the bottom portion.

Absences- Due to staffing requirements by our state license and in order to keep our adult to child ratio If your child will not be in attendance for the day, please call the Cardinal's Nest at (810) 591-0821 to report any absences. We will not deduct tuition if your child is absent from school.

Bathroom Independence- Preschool children should be able to use the bathroom independently. Please make sure your child is wearing clothing they can easily get in and out of without assistance. If your child is not bathroom independent, they may not be ready for preschool at this time.

Emergency Numbers- Parents must leave a current and working phone number where they can be reached, as well as two additional names and telephone numbers to call in the event the parents cannot be contacted. If your phone numbers changes or any other information changes, please notify the office immediately. Failure to do so may result in dismissal from our program.

Enrollment- Our center is open to any child, 3 years old on or before September 1st, providing space is available and the center can meet the needs of the child. Before your child attends school, the following must be complete:

- The State of Michigan Department of Licensing and Regulatory Affairs- Child Care Licensing Information Record
- Health Appraisals completed by Physician
- Acknowledgement of Preschool Policies

Your child's physician must complete the Health Appraisal form before attendance is permitted for all preschool children. This is mandated by the State of Michigan.

Field Trip: Permission forms must be filled out for **each** field trip your child plans to attend this school year. Failure to have a signed permission form will result in your child not being able to attend.

ALL students- Please bring a full sized backpack and a water bottle labeled with the child's name daily.

Full Day Preschool Students- Cold lunches, labeled with the child's name, need to be provided by parents for preschool children, as well as 2 snacks for each day in attendance. Please note that we are a peanut, tree nut free school.

Sleep Equipment- Please send a blanket and pillow for daily rest period. Every Friday, take your child's blanket home, launder, and return any sleep equipment the following week.

Half-Day Preschool Students: 1 snack, labeled with the child's name, needs to be provided by parents for preschool children each day in attendance. Please note that we are a peanut, tree nut free school.

Latchkey - A.M. Latchkey will be offered from 6:00am- 9:00am and P.M. latchkey will be offered from 3:00pm-6:00pm (please sign up for latchkey services separately on the DCER website).

Late Pick-Up- Charges will be assessed for late pick-up. If a child is not picked up by the dismissal time of their program, a late pick-up fee of \$10 per quarter hour (per child) will be assessed. Habitual abuse of this practice or non-payment of assessed fees may result in dismissal from our program.

Medication- If medication will be administered to your child during the school day, we will need an authorization form to administer medication, the medical plan provided by your physician and the medication needed for your child. This includes any daily medication, rescue inhalers, Emergency pens such as an Epi-pen or Auvi-Q.

Payments - Payments must be made by the beginning of each four week session. There will be 10 payments to register for. Please make sure to register for all 10 sessions by the due date. If you do not register for each of the 10 sessions individually, your child's name will NOT be added to, the roster and your child will not be able to attend

Payment policy: ALL FEES MUST BE PAID IN FULL AT THE TIME OF REGISTRATION

Withdrawal/Refund policy:

- -There will be NO refunds issued to those who withdraw after the registration deadline and/or for students who are no shows. We appreciate your understanding. Thank you!
- -There is a \$5 cancellation fee that will be collected for processing a refund if the customer's request is before the registration deadline.

Playground Use- Your preschool/latchkey student will be occasionally using the playground. Some areas are designed for school age children. If your child is under 4, he/she will use the equipment designated for preschool students only. The equipment meets the standard and safety requirements per state licensing.

Schedule- We operate within Davison schools, if for any reason administration deems necessary due to a storm advisory, <u>snow days</u>, mechanical problems, plumbing issues, etc., the Cardinal's Nest will also be closed. This includes both latchkey and preschool programs. There is no refund for unscheduled school closings.

Sign-In/Sign-Out- In both the preschool and latchkey programs, parents (or designated pick up person) must accompany their children to the appropriate classroom. Parents must also sign their children in and out of the program per state licensing.

I have read the above information, and acknowledge that I have access to the Parent Handbook at https://www.davisonschools.org/domain/1470 and agree to abide by the policies and procedures therein.								
Signature Parent/ Legal Guardian	Print Child's Name	 						

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 Admiss	ion Da	ate of [Discharge				
Name of Child (Last, First, Middle Initial)								Child's Date of Birth	
Address (Numbe	Address (Number and Street, Building/Apartment Number)						State	Zip Co	ode
Parent/Legal Gu	ardian's Name		Primary Phone ()		Parent/Legal Gu	uardian's Name (C	Optional)	Prima (ry Phone)
Home Address (if not child's address)	2 nd Phone (if applicable)		Home Address (if not child's address)		ess)	2 nd Phone (if applicabl	
City		State	Zip Code		City	State		Zip Co	ode
Email Address (optional)	1			Email Address (optional)	<u></u>		
Employer Name	· · · · · · · · · · · · · · · · · · ·		Work Phone		Employer Name)		Work I	Phone
Name of Child's	Physician or Health	Clinic			Physician's or H	lealth Clinic's Pho	ne Numbe	er	
Hospital Preferre	ed for Emergency Tre	eatment (optio	nal)						
Allergies, Specia (Attach additional sh	al Needs and/or Speceets, if necessary.)	ial Instruction	s? Yes □ No □ If	yes, e	xplain;				
CCL-3731 (Rev. 3/17	7/2022) Previous editions 7	-18 & 4-21 may b	e used						See Reverse Side
possible, include a	act & Release of Child at least one person othe nber column can be left	r than the parer	nts/legal guardians to	be co	ntacted in an emei	er of preference, to gency and to whom	be contacte the child c	d in an em an be relea	ergency, If ased. The
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2.					()		()	
3.	······································	· · · · · · · · · · · · · · · · · · ·			()	***************************************	()	
	Only: List all individuals, o	other than the pa	rents/legal guardians,	$\neg \neg$	m the child may be	released. (If more in	dividuals, at	tach additio	nal sheets.)
1.		()	2.			()	
3.		()	4.	4. ()				
Parent/Legal Gu	ardian Initials:								
	ermission to t for the above named m	inor child while		i by the	e Department of Lic	censing and Regulat	ory Affairs t	o secure e	mergency
I certify that I ac	I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.								
Signature of Pare	nt or Guardian					Date Sigr	ned		
Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Lega Guardian Initia		Date Card Reviewed	Parent or Legal Guardian Initials		te Card viewed	Parent or Legal Guardian Initials
	AUTHORITY: 1973 PA 116 LARA is an equal opportunity employer/program. COMPLETION: Required PENALTY: Rule Violation Citation.								